

COUNTY OF LOS ANGELES

# DATA PROCESSING DEPARTMENT

*Administration Methods Dataproc.*  
*Finance Co. LA co.*  
*Co. govt.*

FINANCIAL INFORMATION AND

RESOURCES MANAGEMENT

REQUEST FOR PROPOSAL

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FINANCIAL INFORMATION AND RESOURCES MANAGEMENT

(FIRM)

REQUEST FOR PROPOSAL



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FINANCIAL INFORMATION AND RESOURCES MANAGEMENT

REQUEST FOR PROPOSAL

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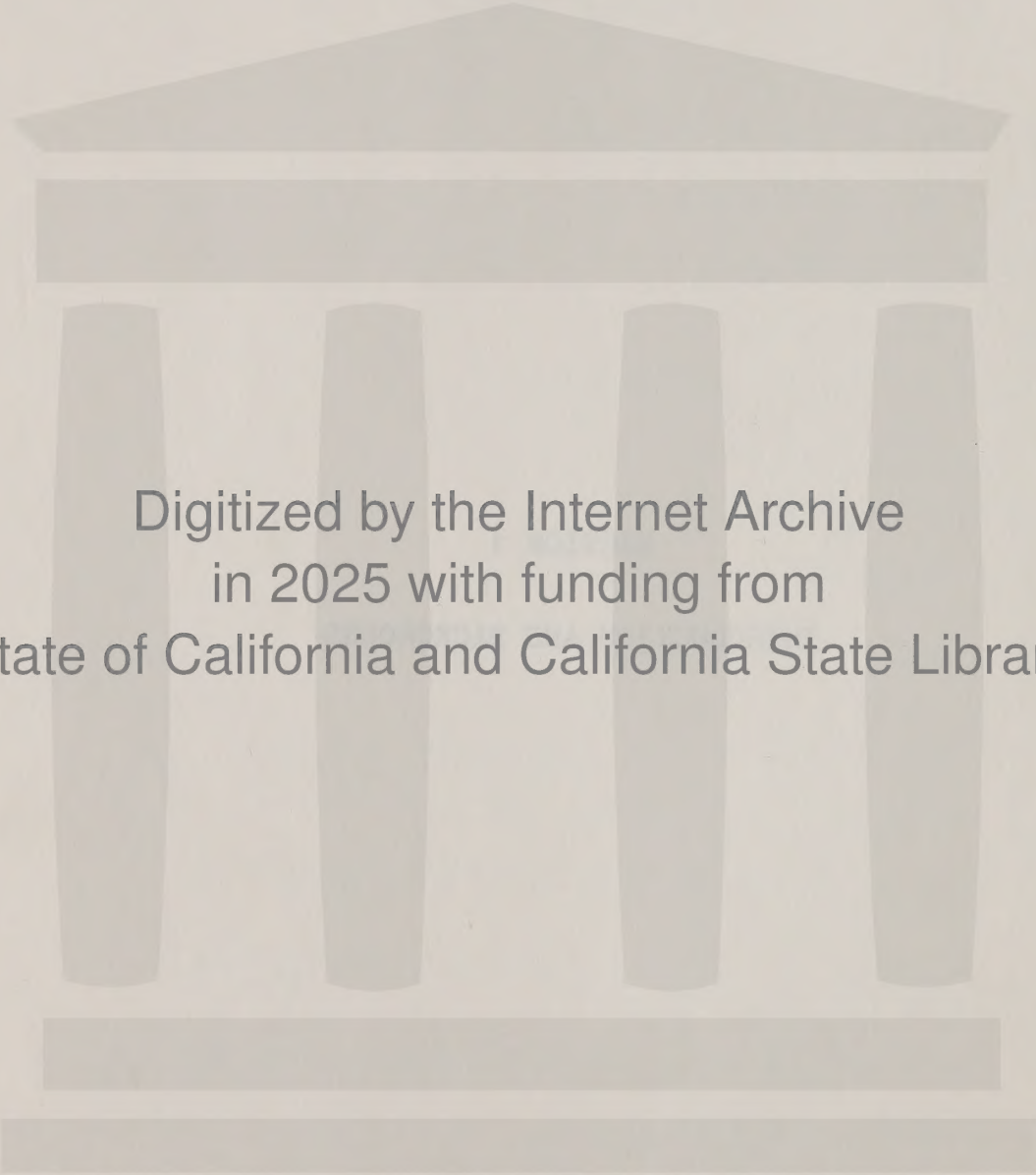
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## SECTION 1

### INTRODUCTION AND BACKGROUND





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## 1. INTRODUCTION AND BACKGROUND

### 1.1 INTRODUCTION

The size, diversity, and dynamic nature of Los Angeles County operations have brought about the need to improve the planning, budgeting, management and control of the County's financial resources. As a result of a joint study by the Chief Administrative Office and the Auditor-Controller, a recommendation was approved by the Los Angeles County Board of Supervisors on December 24, 1974, to proceed with the development of a County-wide financial information and resources management system.

The purpose of this Request for Proposal is to invite proposals from qualified organizations who are interested in performing specific tasks during the System Design and Detail Design and Programming phases of the total system development process, (see Attachment A "County Proposed Task Completion Schedule"). Broad objectives to be attained during this stage of the project are as follows:

- a. Provide Los Angeles County with a financial information and resources management system that is operational in another California county.
- b. Provide the County with overall installation and operating characteristics of the system.
- c. Provide the County with extensive training in technical program specifications, system concepts and logic.
- d. Provide the County with the instructions, guidance and assistance necessary to operate a system on Los Angeles County equipment.
- e. Provide the County with the technical modification specifications to a system necessary to meet Los Angeles County enhancement requirements.
- f. Provide the County with definitive plans for system testing, installation and final conversion.

To attain the above broad objectives, the County Financial Information and Resources Management (FIRM) project team will complete various system development segments within the Systems Design and Detail Design and Programming phases. The system development segments to be completed are listed below by system development phase.





a. Systems Design Phase

- Design Reporting System
- Design Processing System
- Design Input Requirements
- Establish Equipment Parameters
- Determine Installation Approach
- Estimate Costs and Benefits

b. Detail Design and Programming Phase

- Document the System Files
- Design Forms in Detail
- Prepare Program Run Write-Ups and Specifications
- Program System
- Plan System Test
- Plan Installation and Conversion
- Develop Control and Clerical Procedures

Within the scope of those segments mentioned above, the FIRM project team and the selected contractor will carry out specific tasks. The specific tasks that the selected contractor will be responsible for are described in detail in Section 4, "Statement of Work."

1.2 GENERAL INFORMATION AND BACKGROUND

1.2.1 GENERAL INFORMATION

Los Angeles County is one of the nation's largest counties, with a land area of 4,083.21 square miles. In terms of comparative size, the seven million plus population makes the County larger than 41 of the 50 states. There are 78 incorporated cities within Los Angeles County boundaries.

A five-member Board of Supervisors is the governing body of the County, with each supervisor elected for a four-year term of office to represent the people in one of the five supervisorial districts into which the County is divided. This five-member board is the executive and legislative head of the County government.

Services provided by the County generally fall into four categories: those rendered county-wide to all citizens; those organized under special districts; those restricted to unincorporated territories; and those offered to cities on a contract basis.





The traditional mandatory services required by the State Constitution, State statutes and the County Charter includes such functions as law enforcement, judicial administration, property assessment, tax collection, public health protection and public assistance services. Los Angeles County also provides specialized services such as flood control, water conservation, parks and recreation, and cultural activities. To provide these mandatory and specialized services, the County government employs a staff in excess of 80,000 in more than 70 departments, institutions and special districts at an annual cost now exceeding three billion dollars.

The County of Los Angeles is one of the largest and most complex county governments in the United States. County departments vary greatly in scope of operation, number of employees, and size of budget. There are hundreds of job classifications in the County civil service series. It would be difficult to name a trade or profession which the County does not utilize in performing the functions necessary to adequately serve the residents of the County of Los Angeles. See Attachment B, "County of Los Angeles Functions of County Departments" for a general description of each County department.

1.2.2

#### BACKGROUND

Los Angeles County, because of the size of its annual budget, number of employees, and diversification of services, has a large number of systems, some quite unique, to handle the large amount of financial data which is a necessary part of its operation.

The need to improve the financial information capability of the County is primarily attributable to budgeting and accounting requirements that are difficult to attain through existing systems. Major areas within existing systems where improvements are needed are summarized below.

##### a. Efficiency and Cost Control

To achieve maximum operational efficiency, the County's financial systems should be capable of providing managers with improved cost control information. Achievement of this objective is dependent on a financial information system that can measure what an organization has accomplished and the related costs on a timely basis.





b. Effective Resource Allocation

Adequate financial management information is necessary to ensure effective resource allocation throughout the County. This financial information is difficult to attain within existing systems.

c. Cost Reimbursement

Since Los Angeles County annually recovers over one billion dollars from federal and state sources, the need to accumulate costs and charge for reimbursable services through grants, subventions or contracts is of the utmost importance.





## SECTION 2

### SCOPE AND OBJECTIVES



## 2. SCOPE AND OBJECTIVES

### 2.1 SCOPE

The scope of the project is to provide the County with an integrated financial information and resources management system for all levels of management. The system must satisfy the needs of the Chief Administrative Office, the Auditor-Controller and other County departments in the following functional areas:

- Appropriation Accounting and Reporting
- General Ledger Accounting and Reporting
- Revenue Accounting and Reporting
- Expenditure Accounting and Reporting
- Cash Accounting and Reporting
- Program/Project Accounting and Reporting
- Performance Accounting and Reporting
- Cost Accounting and Reporting
- Cash Management
- Resource Planning and Management

### 2.2 OBJECTIVES

The objectives of the Financial Information and Resources Management project are as follows:

- a. Determine the requirements of the County in terms of financial, program, and cost accounting.
- b. Develop a total integrated system to meet the information requirements specified in Scope.
- c. Determine and recommend an installation approach which will satisfy the financial information and resources management system requirements.
- d. Determine the support necessary to implement the system and perform the post-implementation evaluation.
- e. Implement a County-wide financial information and resources management system.





## SECTION 3

### SYSTEM REQUIREMENTS





### 3. SYSTEM REQUIREMENTS

3.1 The system must satisfy the requirements of the County Budget Act, the Accounting Standards and Procedures for Counties as prescribed by the State Controller and applicable California statutes. For example, the system must have the capability to:

- Classify appropriations by object, budget unit, activity, function and fund
- Classify revenue by fund and source
- Classify expenditures by fund, function, activity, budget unit and object and subobject
- Maintain records for special funds, such as special districts, intragovernmental service and enterprise funds
- Maintain records for special budget units, such as capital projects, welfare programs and road programs
- Accommodate special procedures, such as prior year encumbrances/appropriation commitments, interfund transfers and joint fund financing

3.2 The system must satisfy the requirements of federal and state regulations applicable to revenue sharing programs, reimbursable programs, grants, and subventions. For example, programs that receive federal reimbursement must comply with Federal Management Circulars 74-7 "Uniform administrative requirements for grants-in-aid to state and local governments," and 74-4 "Cost principles applicable to grants and contracts."

3.3 The system must meet the needs of the County to perform financial, program, performance and cost accounting. Program accounting can be generally described as the allocation of resources and classification of revenue and expenditure data across fund and departmental lines, and within a hierarchial structure of program cost centers. A composite example of hierarchial structures used in other California counties follows.

- Function - a group of related services established to attain broad County goals
- Service - a group of related programs established to attain functional objectives
- Program - a group of elements that translate objectives into operational plans
- Element - a group of activities established to attain a predetermined goal
- Activity - a process whereby a given objective is attained





Financial accounting is defined as those functions necessary to maintain an integrated system including general ledger, appropriation ledger, expenditure ledger, encumbrance ledger, revenue ledger and cash management records. Included in the financial accounting environment is the maintenance of subsidiary trust ledgers and accounts. Cost accounting refers to the methods by which costs are distributed to projects, grants and other activities subject to reimbursement. Cost accounting includes the techniques associated with labor, direct, indirect and overhead cost distribution. In addition, the cost accounting function must be capable of relating units of accomplishment to cost centers (performance accounting).

- 3.4 The basic accounting entity must be the budget unit. There must be the capability to account for operations within the budget unit, such as bureau, division, section, unit, and group (responsibility centers). In addition, there must be the ability to allocate and account for costs on a program basis and by project, work location and geographic areas.
- 3.5 The basic State Controller Chart of Accounts at the object and subobject levels must be used. There must be the flexibility to insert subaccounts as required to properly segregate revenues and expenditures for analysis and control.
- 3.6 The system must identify costs, revenues, and units of accomplishment to cost centers and programs within and between budget units and funds.
- 3.7 The system must provide management information at the lowest organizational and program structure level and summary reports for levels above. The reports must provide information on all areas for which a given level is responsible and may include the following:

- Revenue
- Appropriations
- Expenditures
- Resource Utilization
- Unit Costs/Measures of Performance
- Costs Incurred for Others
- Costs Incurred for Specific Projects or Programs
- Costs Incurred by Others on Our Behalf
- Encumbrances
- Trial Balances





- 3.8 The system must be capable of being updated on a daily basis for all types of transactions, excluding job/time input. See Attachment C, "Los Angeles County Financial Workload Statistics" for the estimated number of documents to be processed through the system.
- 3.9 The system must satisfy Auditor-Controller and Treasurer cash management requirements, and provide reports by fund as required, such as:
- Cash balances
  - Interest distribution data for pooled investments
  - Cash flow summaries
- 3.10 The system must be modular in design, thereby allowing a phased implementation of the financial accounting and resource management functions.
- 3.11 The system must be flexible in design in terms of accommodating central accounting or administrative needs and unique departmental requirements.
- 3.12 The system must apportion and distribute pooled investment interest received quarterly to the appropriate funds based on average daily cash balances.
- 3.13 Charges for services within the County must be accomplished by an automatic transfer when billings are approved by the user organization.
- 3.14 The system must automatically allocate County-wide overhead and indirect costs to programs, activities or other pre-determined cost centers.
- 3.15 The system must be capable of processing all types of manual or automated financial, program or cost accounting transactions.
- 3.16 The system must have the capability to interface with the manual/semi-automated and automated "stand alone" systems that include:

Manual/Semi-Automated

- Vendor Payments
- Bond and Coupon Redemption
- Trust Disbursement
- Fixed Asset Accounting





Automated

- Tax Accounting
- County-wide Payroll/Personnel
- Stores Inventory
- Salary and Employee Benefits System
- Departmental accounting and payroll/personnel systems
- Welfare Disbursement

- 3.17 The system must have the capability to accept cost accounting data (e.g. positive time records) from various manual or automated departmental systems.
- 3.18 The system should have, as desirable features, online data entry (not update) and inquiry capabilities.



## SECTION 4

### STATEMENT OF WORK





4.

STATEMENT OF WORK--CONTRACTOR TASKS DURING SYSTEM  
DESIGN; AND DETAIL DESIGN AND PROGRAMMING PHASES

To facilitate the timely development and implementation of an integrated financial information and resources management system, the County of Los Angeles will utilize a contractor to complete specific tasks within the design and programming phases of the total systems development effort. The specific tasks, including detail steps required and expected deliverables that the selected contractor will be given responsibility for completion, are:

Task I - Propose a financial information and resources  
management system for Los Angeles County

In responding to this RFP, the contractor must describe and propose a base financial system that can be transferred to Los Angeles County, and BEST meets the requirements described in Section 3, "System Requirements," of this Request for Proposal. The system that is proposed must have been proven effective through its installation and operation in another California county.

Deliverable

Los Angeles County's selection of a contractor and thereby that contractor's proposal, shall constitute compliance with the Task I requirement.

Task II - Acquire system documentation

The contractor must acquire and provide Los Angeles County with system documentation developed to support the operation of the transferred system.

Deliverable

The Task II deliverable must consist of written system documentation developed to support the operation of the transferred system, including:

- System and Subsystem Design Narratives, Descriptions and Flowcharts
- Data Element Descriptions, Record Layouts and Report Printer Spacing Charts
- Computer Run Book and Other Operating Instructions
- Job Control Language Listings
- Administrative and User Procedures
- Source Code Listings and Decks
- System Test Data, Parameters and Results





Task III - Prepare technical operating modification specifications and instructions to operate the transferred system on Los Angeles County equipment

The contractor must prepare necessary specifications, provide appropriate technical assistance and make the transferred system operational on County equipment. Specifically, the contractor must:

- Review County hardware, operating system and file organization requirements and parameters
- Determine procedural and programming language standards which require system modification
- Prepare specifications to modify programs or procedures to run the transferred system on County equipment
- Prepare technical operating instructions needed to run the transferred system on County equipment
- Provide technical guidance and assistance during initial system operation

Deliverable

The Task III deliverable must consist of written program specifications to the subroutine level and processing instructions needed to modify and run the transferred system on Los Angeles County equipment. See Attachment D, "Proposed Los Angeles County Data Processing Equipment Configurations." From these deliverables, the County will make the necessary changes to programs and operating instructions.

Task IV - Perform a demonstration test of the transferred system

The contractor must demonstrate the full capability and operational status of the transferred system by performing a comprehensive systems test using live Los Angeles County data. Performance of the demonstration systems test will require the completion of the specific steps by the contractor, as specified by the following subtask descriptions.





- Review test objectives and identify test requirements with the project team
- Direct development of tables and indexes by the project team
- Direct the selection, preparation and coding of live data by the project team
- Coordinate completion of all system test related tasks between project team, Department of Data Processing and specific County departments
- Coordinate the running of the demonstration systems test between project team, Department of Data Processing and specific County departments
- Direct validation of test results by the project team
- Prepare summary analysis of demonstration test results
- Prepare demonstration test documentation package

#### Deliverable

The Task IV deliverable must consist of a demonstration test documentation package that includes:

- Test objectives and requirements
- Test procedures, constraints and variables
- Test data
- Test data volume statistics and descriptions
- Test output (File Dumps and Reports)
- Written summary analysis of demonstration test results

#### Task V - Conduct system training

The contractor must train County staff in system design concepts and techniques which relate to the system to be enhanced. Specifically, training must be provided as follows:

- Provide system overview for data processing and project-user staff
- Provide technical review of system operating concepts, techniques and conventions for data processing personnel
- Provide indepth review of system features, concepts and capabilities for project staff
- Provide detail review of the procedures for organizing and creating system indexes and tables for project staff
- Provide detail review of transaction processing procedures for project staff
- Provide technical review of programming logic, concepts and techniques of data validation, data expansion and file update for data processing and project staff
- Provide departmental-user training package, including sample instructional guidelines and materials





### Deliverable

The Task V requirement must be satisfied through the conduct of formal training sessions for those areas mentioned above during the period of the resultant contract. A training site will be provided by the County. The County anticipates that training will be required for not more than thirty staff members. See Attachment E, "Proposed County Staffing and Class Specifications," for a job description of those project personnel to be trained. Additional types of employees that may require training include: administrators; financial officers; budget officers; accountants; and other management and technical personnel. The departmental-user training package must also be submitted to satisfy the Task V requirement.

### Task VI - Identify and prepare a list of system enhancements

The contractor must identify and prepare a list of enhancements necessary to meet the total required system information needs of Los Angeles County. To complete Task VI, the contractor must complete the following steps:

- Review project scope, objectives and requirements, stated in Sections 2 and 3 of this Request for Proposal, with the project team
- Review Project Definition Phase Final Report, on file with the project team
- Review detail Project Definition Phase work papers, on file with the project team
- Review information and processing needs of the system
- Prepare list of enhancements required to meet total County needs

### Deliverable

The Task VI deliverable must consist of a list of system enhancement descriptions necessary to meet the total system information requirements of Los Angeles County. A system enhancement description is defined as a general level statement of a desired capability that does not exist in the transferred system. An estimate of the man-hours that the contractor will require to develop system modification guidelines and technical computer program specifications for each enhancement must be included in the list of enhancements.





Task VII - Prepare system modification guidelines and technical computer program specifications

The contractor must prepare system modification guidelines and technical computer program specifications required to implement specific enhancements identified in Task VI and authorized by the FIRM Project Director. System modification guidelines are general statements of policy, procedural, logistical or other changes required to implement an enhancement. Program specifications are detail instructions which must be prepared at a level sufficient to ensure accurate system modification and include, where necessary, the following contents:

- Program Summary
- Program Mainline Logic Chart
- Module Summary
- Module Mainline Block Diagram
- Module Narrative
- Common Area Layout
- Module Link Map
- Summary of Program/Module Documentation
- System Flowcharts
- Report Layouts
- File Descriptions
- I/O Record Layouts

Deliverable

The Task VII deliverable must consist of system modification guidelines and technical computer program specifications for specific enhancements that are selected for implementation by the County Project Director. See Section 7, "Bidding Requirements" for special instructions regarding preparation of a project cost proposal for Task VII.

Task VIII - Specify Interfacing Record Layouts

The contractor must specify and prepare input record layouts for all interfacing systems, including those automated "stand alone" systems listed in Section 3, "System Requirements," of this Request for Proposal.





### Deliverable

The Task VIII deliverable must consist of interfacing record layouts for all systems to be interfaced with the required system.

### Task IX - Prepare system installation and conversion guidelines

The contractor must prepare written guidelines to be followed in determining an installation approach and preparing a system conversion plan. Examples of areas where guidelines should be developed are:

- Establishment and maintenance of system tables, indexes and files
- Central and departmental training, input/output procedures and control procedures
- Preparation of a user manual
- Interface method for "stand alone" systems, including a conversion approach
- Recommendation as to viability of parallel processing

### Deliverable

The Task IX deliverable must consist of separate written statements outlining considerations and guidelines for project team: (1) development of an installation approach, and (2) preparation of a comprehensive conversion plan.

To ensure the most effective completion of Task II through Task IX, the County will provide project team financial and data processing professional staff to work in concert with the contractor. For purposes of this effort, the County contemplates providing the personnel as indicated in Attachment E - "Proposed County Staffing and Class Specifications."

At the completion of each task, the contractor shall submit the deliverable for review and approval to:

Mr. Larry Vandoren  
Contracts Manager  
Department of Data Processing  
9150 East Imperial Highway  
Downey, California 90242

For Tasks VI, VII, and VIII, documentation included in Task deliverables must be prepared in accordance with Los Angeles County Department of Data Processing Systems Development Standards Manuals. Telephone Mr. Larry Vandoren at area code 213 771-5421, extension 2953 to make arrangements to review the Standards Manuals.





## Documentation Format Standards

### General

The purpose of this section is to define the format and content of all documents submitted to the court in connection with this case. The documents shall be prepared in accordance with the standards set forth in this section and shall be submitted to the court in the manner specified herein.

### Document Format

#### Size

The text portion of all documents shall be prepared on 8 1/2 x 11 inch paper using a standard type font and shall be double spaced with one inch margins.

#### Spacing

All documents shall be prepared using standard double spacing. The text shall be prepared in black ink on white paper. The documents shall be prepared in accordance with the standards set forth in this section and shall be submitted to the court in the manner specified herein.

## SECTION 5

## DOCUMENTATION FORMAT STANDARDS

All documents shall be prepared in the original and two copies. The original shall be prepared on 8 1/2 x 11 inch paper using a standard type font and shall be double spaced with one inch margins. The text shall be prepared in black ink on white paper. The documents shall be prepared in accordance with the standards set forth in this section and shall be submitted to the court in the manner specified herein.

### Document Format Standards

Documents shall be prepared in the original and two copies. The original shall be prepared on 8 1/2 x 11 inch paper using a standard type font and shall be double spaced with one inch margins. The text shall be prepared in black ink on white paper. The documents shall be prepared in accordance with the standards set forth in this section and shall be submitted to the court in the manner specified herein.

### Document Format

The text portion of all documents shall be prepared on 8 1/2 x 11 inch paper using a standard type font and shall be double spaced with one inch margins. The text shall be prepared in black ink on white paper. The documents shall be prepared in accordance with the standards set forth in this section and shall be submitted to the court in the manner specified herein.





## DOCUMENTATION FORMAT STANDARDS

### GENERAL

The purpose of this section is to define those physical and structural standards of documentation with which the contractor must comply. Any documents submitted in performance of this contract which are not in compliance with the standards defined in this section may be rejected by the County.

### PHYSICAL STANDARDS

#### SIZE

The text portion of all documents and reports must be typewritten on 8½ x 11 inch paper using a pica-size type face and uniform vertical line spacing of 2 lines.

#### DIAGRAMS

All diagrams and flow charts must be prepared neatly using uniform symbols. When the use of larger paper is unavoidable, the diagrams must be reduced to 8½ x 11 inches after preparation. Reduced copies must be legible.

#### REPRODUCTION FORMAT

All documents are to be submitted in the original and ten (10) copies. The original shall be unpunched, unbound, submitted in folders, and shall contain the original typed manuscript and accompanying original diagrams. The copies shall be clear and legible throughout, three-hole punched, and any document which exceeds ½ inch in thickness shall be bound in a standard three-ring loose-leaf binder.

#### CONTRACTOR IDENTIFICATION

Contractor identification shall not appear anywhere on the original of any document; either on the paper itself, manuscript or diagram headings, or within the text. The only exception to this is that progress reports may contain appropriate contractor identification within the text necessary to describe the contractor's progress.

#### TASK DELIVERABLES

The contractor shall submit the original and 10 copies of all documents and reports directly to the Department of Data Processing Contracts Manager on the scheduled delivery date. Each document and report submission will be





accompanied by a letter from the contractor certifying the date of submission and indicating that, to the contractor's best knowledge, the documentation fully meets all Task completion criteria.

The contractor's Task Deliverable will consist, where appropriate, of the following items:

- a. Cover letter.
- b. Table of Contents.
- c. Executive Summary, containing a brief statement of the salient features of the document, including its general conclusions and recommendations.
- d. Output specified in the Statement of Work.
- e. Attachments (if any).

5.2.6

#### COMPUTER OUTPUT DOCUMENTS

Any computer output listings must be on standard "stock tab" paper of 11 x 14 3/4 inches, unperforated edges, free of contractor identification, and submitted unburst in top-binders. The contents of any one binder shall be not more than 3 inches in thickness.

5.3

#### STRUCTURAL STANDARDS

5.3.1

##### COVER PAGE

All documents must contain a cover page which identifies their title, revision number, date of submission, and volume number.

5.3.2

##### ORGANIZATION

All documents must be organized using a chapter and sub-chapter indented structure.

5.3.3

##### PAGE NUMBERING

The pages of every document must be sequentially and consecutively numbered. The page number must be placed at the center on the bottom of each page.

5.3.4

##### REVISIONS

Any pages to any document which are submitted by the contractor as a modification or revision to the original submission of that document must contain a sequential revision number (e.g., pages submitted for the first revision of a document must contain the identification "Rev. 1," pages submitted for the second revision should contain the identification "Rev. 2," etc.). The revision indicator should follow the page number.





## SECTION 6

### CONTRACT REQUIREMENTS





6. CONTRACT REQUIREMENTS

6.1 GENERAL

The purpose of this section is to indicate the type of contract contemplated and to set forth contract clauses that may be contained in any resultant contract.

6.2 CONTRACT TYPE

Any resultant contract will be of a fixed price nature.

6.3 PERIOD OF PERFORMANCE

The total period contemplated under this RFP is not to exceed twelve (12) months.

6.4 CONTRACT CLAUSES

The clauses set forth in Attachment F may be included in any resultant contract.

6.5 SPECIAL CLAUSES

The following type of special clauses will be considered for inclusion in any resultant contract.

6.5.1 NON-DISCLOSURE

- a. Due to the sensitive or confidential nature of some of the data that will be provided, the contractor expressly agrees to maintain this data in confidence and shall not use it for any purpose other than its performance under this contract.
- b. The contractor further agrees to have its employees, agents, or representatives who may be required to work with such data to individually execute a non-disclosure agreement substantially as set forth in this clause. An executed copy of each individual agreement shall be provided by the contractor to the County.





6.5.2 PROJECT DIRECTOR

- a. A Project Director shall be designated by the County in any resultant contract. The Project Director shall establish a Project Steering Committee. This committee will be advisory to the Project Director.
- b. All work accomplished under this contract shall meet with the express approval of the Project Director.

6.6 PROJECT RESPONSIBILITY--CONTRACTOR

- 6.6.1 The contractor shall designate a full time Project Director who will be capable of making legal commitments for the contractor. The contractor's Project Director will be responsible for liaison with the County Project Director or his designated representative and for the direction and completion of the contractor's tasks as specified in the Statement of Work. The contractor's Project Director shall work directly with the County Project Director or his designated representative and will provide guidance and management consulting expertise.
- 6.6.2 The contractor in the performance of the contract shall provide certain individuals as identified in the contract. The contractor shall not voluntarily change any of the identified personnel or materially adjust the degree of participation of these individuals in this project without the express prior written approval of the County Project Director.
- 6.6.3 Any employee of the contractor who in the opinion of the County Project Director is non-cooperative, inept, incompetent, or otherwise unacceptable, shall be removed from the project by the contractor. In the event an employee of the contractor is removed from the project pursuant to this paragraph, the contractor must, within thirty (30) calendar days, fill the vacancy with another employee of acceptable technical experience and skills subject to the written approval of the County Project Director.
- 6.6.4 The contractor agrees that he will organize and conduct his project in such a way that there are no aspects of his activities contingent upon County performance or the commitment of specific County resources except for (a) policy decisions requested by the contractor, (b) the receipt by the contractor of normal cooperation of County designated project personnel and timely access to such personnel, and (c) the timely approvals by the County in accordance with





the Approvals Clause. The County agrees to exercise all reasonable diligence to furnish any existing information to the contractor in a timely manner.

5.6.5 The contractor agrees that he will maintain a project site office within facilities provided by the County.

5.6.6 The contractor agrees that work not specifically identified by the Statement of Work which may be reasonably assumed by the County as necessary to meet the objectives of work specified in the Statement of Work shall be performed without delay by the contractor upon receipt of written notice from the County Project Director.

5.6.7 The contractor agrees that should he perform work outside the scope of the Statement of Work, such work shall be deemed to be a gratuitous effort on the part of the contractor. The contractor will have no claim against the County for changes in the scope of work unless such changes are incorporated by written modification into the contract.

## 5.7 CONTRACTORS REPORTS AND MEETINGS

### 5.7.1 ALERT REPORTS

The contractor and County Project Director shall each respectively produce and maintain appropriate documentation for every facet of the project. Accordingly, the contractor shall submit to the Project Director in addition to the Status Report, an immediate written report within one (1) working day following the day on which the contractor becomes aware of any of the following:

- a. Any current or future change in key contractor personnel assignment.
- b. Any change in the completion date of any milestone or deliverable for which the contractor is responsible.
- c. The inability, either actual or potential, of the contractor to comply with any contract requirement, technical or otherwise.

### 5.7.2 STATUS REPORTS

The contractor will submit to the Project Director a status report on a bi-weekly basis after receipt of the Notice to Proceed and bi-weekly thereafter for the duration of the agreement. The status reports will contain at a minimum the following:





a. Results achieved against the work plan since the last status report

b. Variances from the work plan

°Report work plan results not achieved. Include reasons for any deviation from the planned completion date

c. Problems

°Report problems (real and potential) including the discussion of how such problems may impact the schedule or work plan and recommended solutions

d. Major Goals

°Include specific goals with realistic completion dates to solve the problems identified and address the variances from the work plan

°Specify the next major milestone

6.7.3.

#### QUALITY CONTROL CHECKPOINTS

The Quality Control Checkpoints may occur as shown in the Department of Data Processing Systems Development Standards Manual.

6.7.4.

#### PROJECT PROGRESS MEETINGS

The contractor shall be prepared to participate with the County Project Director or his designated representative in regular Project Progress Meetings. Such meetings may be scheduled by the Project Director no less frequently than once a month, normally following receipt and review of a progress report. Additional meetings may be scheduled, if deemed necessary by the Project Director.

6.7.5.

#### PROJECT TECHNICAL MEETINGS

The contractor is responsible for requesting, through the Project Director or his designated representative, any technical meetings needed to discuss topics relevant to the project. The function of all technical meetings shall be to discuss those aspects of the project which fall within the scope of the contract. As a result of any technical meeting, the contractor must submit a written report to the Project Director if any of the following events occur:

a. A question arises which requires a decision by the Project Director.



- b. Discrepancies arise for which additional discussion is needed.
- c. In the event of disagreement between the Project Director and the contractor with respect to the interpretation of any provision in the contract, the disagreement shall be resolved in accordance with applicable provisions of the General Contract Clauses (Attachment F).
- d. Requests for information, data, records, and documents as may be reasonably required by the contractor to perform under the contract.
- e. Requests for a reasonable amount of facilities, such as office space and furniture, for work required to be performed on site by the contractor.

All designated facilities shall be under the control of the Project Director. The contractor agrees and understands that any facilities assigned to this project are assigned only for the convenience of the County and that the contractor's price and schedule are based solely on the performance of the contractor's personnel.





## SECTION 7

### BIDDING REQUIREMENTS





## BIDDING REQUIREMENTS

### GENERAL

The purpose of this section is to explain the various steps involved in properly bidding on this project.

### FINANCIAL RESPONSIBILITY

The County accepts no financial responsibility for any costs incurred by any bidder in responding to this RFP. The proposals in response to this RFP will become the property of the County and may be used by the County in any way deemed appropriate (see Section 8.2, for further clarification).

### BIDDERS QUESTIONS

All questions regarding the contents of this Request for Proposal must be submitted in writing by February 17, 1976 to:

Mr. Larry Vandoren  
Contracts Manager  
Department of Data Processing  
9150 East Imperial Highway  
Downey, California 90242

Questions submitted and responses will be distributed to all bidders that were sent a copy of this Request for Proposal. No reference will be made to the source of questions submitted.

As of the issuance date of this RFP and continuing until the final date for submission of proposals, all project personnel are specifically directed against holding any meetings, conferences, or technical discussions with any bidder.

### INTERPRETATIONS AND ADDENDA

Any interpretation of, or change in, the Request for Proposal will be made by addendum to each bidder to whom it has been issued, and shall become a part of the Request for Proposal and of any contract awarded. The County will not be responsible for any other explanation or interpretation.

### INSTRUCTIONS FOR BID PREPARATION

#### GENERAL

The bidders response to this Request for Proposal shall be made according to the specifications set forth in this





section both for content and sequence. As the bid proposal shall be used to determine the bidder's capability, it should be specific and complete in every detail.

The proposal must contain an outline of the proposed approach, any recommended changes or alternatives, any suggested deviations, the estimated time required to complete the project, and any other information considered pertinent. The bidder should not necessarily limit the bid response to the performance of the services in accordance with this document but should outline any additional services and their cost if the bidder deems them necessary to accomplish the project.

#### .5.2 BID SUBMISSION

The bidder will deliver five complete copies of the proposal and any related information prior to 12 noon on March 19, 1976, or have proposals postmarked prior to 12 noon, March 17, 1976. Proposals received after the closing date will be considered for evaluation solely at the discretion of the County if they are determined to be in the best interests of the County. The proposal will be addressed to or delivered to:

Mr. Larry Vandoren  
Contracts Manager  
Department of Data Processing  
9150 East Imperial Highway  
Downey, California 90242

All proposals shall remain firm for a period of 120 days following the final date for submission.

#### .5.3. FORMAT AND CONTENTS

The content and sequence of the proposal will be as follows:

| <u>SECTION</u> | <u>TITLE</u>                       |
|----------------|------------------------------------|
| 1              | Cover Letter                       |
| 2              | Table of Contents                  |
| 3              | Executive Summary                  |
| 4              | Technical Discussion               |
| 5              | Work Plan                          |
| 6              | Contractor Capabilities            |
| 7              | Project Cost                       |
| 8              | Additional Data and<br>Attachments |





## Section 1--COVER LETTER

A maximum one-page cover letter and introduction should be submitted, including the company name and address of the bidder and the name, address, and telephone number of the person or persons to be used for contact and who are authorized to make representations for the bidder.

## Section 2--TABLE OF CONTENTS

Immediately following the cover letter, there will be a comprehensive table of contents of the material included in the proposal.

## Section 3--EXECUTIVE SUMMARY

This section should contain an outline of the bidder's general approach along with a brief statement of the salient features of the bid response, including conclusions and general recommendations.

## Section 4--TECHNICAL DISCUSSION

This section should contain the major portion of the technical bid response. It should be presented in as much detail as possible and contain as a minimum the following:

- a. A complete description of the system proposed for transfer to Los Angeles County.
- b. A complete detailed statement of the work to be performed under the contract. This statement should demonstrate the bidder's understanding of the project, his technical skills, and his ability to meet FIRM objectives.
- c. A specific statement of compliance or exception to each task and deliverable contained in the Statement of Work.
- d. A specific statement or exception to each section of the Documentation Format Standards (Section 5) and Contract Requirements (Section 6).
- e. A statement regarding the bidder's assessment of the major difficulties anticipated in properly completing the Statement of Work.

## Section 5--WORK PLAN

This section should contain the bidder's project organization and work plan including the following as a minimum:





- a. A time-phased detailed work schedule which identifies specific proposed work areas at the task, subtask, and activity level, and includes all project deliverables.
- b. Specifications for the bidder's estimated staffing for each task.
- c. A specification for the bidder's project organization, methods of project control by type and extent, and the bidder's techniques for assuring timely and accurate contract performance.
- d. Specifications detailing deliverable items by number, type, and expected date of delivery.

#### Section 6--BIDDER CAPABILITIES

In this section the bidder should demonstrate his specific available capability to fulfill the requirements of the project according to the following criteria:

- a. Experience, educational background, demonstrated capability, and availability of qualified full-time key technical and management personnel who will be assigned to the project.
- b. Familiarity and experience in the successful design and implementation of large-scale governmental financial and resource management systems.
- c. The bidder's past performance in meeting cost, schedule, and technical bid requirements.

All bidders should include written information concerning their plants, facilities, and depth in personnel for determining their responsibility and competency to execute the work covered by this proposal. Included must be adequate documentation on the financial status of the firm to ensure that the firm will continue in business through the period of the project and can finance the costs of adequate personnel and support facilities.

Bidders are required to answer the following questions in the sequence asked:

Question 1: Has your firm been involved in the systems analysis and design of a financial and resource management information system or related function for another county in California?  
Answer yes or no. If yes, then:





- State the name of the organization(s).
- Briefly describe the system(s).
- State the actual part your firm played in the analysis and design of the system(s).
- State whether the person(s) you have selected to work on our project were involved in those systems, their name(s), and their specific involvement in those systems.
- State when the systems were or will be implemented, including machine environment, standard software, programming languages used, etc.
- Furnish the name, address, and telephone number of a person to be contacted for reference

Question 2: Have the persons to be assigned to work on our project been significantly involved in the systems analysis and design of any system other than the above that you believe would be pertinent in the evaluation of the capability of your firm? Answer yes or no. If yes, then:

- State the name(s) of the organization(s).
- Briefly describe the system(s).
- State name(s) and the actual part the person(s) played in the analysis and design of the systems.
- State when the systems were or will be implemented.
- Furnish the name, address, and telephone number of a person to be contacted for reference

All bidders are asked to furnish the name(s) of key person(s) who will be assigned to the project. Following this list, furnish a one- to two-page resume on each of these key individuals. Put the name of the individual at the top of each sheet. Then furnish the following in the order given:

- Present city and state of residency of the person
- Schooling of the person after high school
- Current position of the person with your firm, length of time with your firm, and brief job description.
- Length of experience and education in:
  - Systems analysis and design of large-scale financial and resource management information systems.
  - Project management (if applicable).
- A list of organizations for which each person has provided services with a brief description of the service.





- State the position the individual will have on the bidder's project team, such as Project Director, etc.
- State the project tasks in which the individual will be involved and the percentage of time in which the individual will be involved.

## Section 7--PROJECT COST

All bidders are directed to produce a separate project cost document which indicates the bidder's fixed price for the performance of the project. All Tasks (excluding Task I) as shown in the Statement of Work are to be listed. The estimated man-hours, title/position of personnel and other costs must be shown for each Task.

Since the number and scope of the required enhancements will not be known until the period of contract performance is well underway, the fixed price submitted for Task VII should be based upon utilizing 1,000 man-hours of contractor effort for the accomplishment of Task VII. Accordingly, bidders should submit hourly rates, by level of skill and type of consultant for the completion of Task VII. During the administration of the contract, the County will issue Task VII subtask orders to the contractor for the development of system modification guidelines and technical computer specifications. These will be paid for on an hourly rate basis to amounts developed from man-hour estimates provided under Task VI of the resultant contract.

The upper limit of 1,000 man-hours is a limit for contractual purposes only. The County Project Director will authorize tasks under the direction of the Steering Committee, at its own discretion. The County reserves the right to issue less than 1,000 man-hours of subtask orders and in fact reserves the right to issue no subtask orders, whatsoever.

The costs for all Tasks must be summarized for the total project (see following pages for sample formats). In addition, an estimated time schedule with bar chart must be included.

## Section 8 -- ADDITIONAL DATA AND ATTACHMENTS

This section of the proposal may be submitted in the same or a separate binder from the prior sections. In it bidders can contribute whatever standard technical and sales brochures they deem relevant to adequately inform the County about the capabilities of their organization.





TASK COST (Example)

TASK II - Acquire System Documentation

| <u>TITLE/POSITION</u> | <u>HOURS</u> | <u>\$</u> |
|-----------------------|--------------|-----------|
| -                     | -            | -         |
| -                     | -            | -         |
| -                     | -            | -         |

Total Labor Costs \$

Overhead Costs (O/H) \$

OTHER DIRECT COSTS

| <u>ITEM</u> | <u>\$</u> |
|-------------|-----------|
| -           | -         |
| -           | -         |
| -           | -         |

Total Other Direct Costs (ODC) \$

Total Task II Costs \$

TASK III - Prepare technical operating modification specifications and instructions to operate the transferred system on Los Angeles County equipment

TASK IV -



PROJECT COST (Example)

| Task               | TASK DESCRIPTION                                                                                                                           | LABOR \$ | O/H \$ | ODC \$ | TOTAL \$ |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|--------|----------|
| II                 | Acquire System Documentation                                                                                                               | -        | -      | -      | -        |
| III                | Prepare technical operating modification sepcifications and instructions to operate the transferred system on Los Angeles County equipment | -        | -      | -      | -        |
|                    |                                                                                                                                            |          |        |        |          |
| TOTAL PROJECT COST |                                                                                                                                            | -        | -      | -      | -        |





## SECTION 8

### BID EVALUATION AND SELECTION PLAN





## 8. BID EVALUATION AND SELECTION PLAN

### 8.1 GENERAL

This section describes the guidelines to be used for analyzing and evaluating the various proposals. Although bid price will be a factor in proposal evaluation, it is specifically a consideration of secondary importance to the need for a competent and high-quality end-product. In an effort to reach a decision concerning the best qualified bidder, the County reserves the right to evaluate any additional factors it deems appropriate, whether or not such factors have been stated in this section.

### 8.2 EVALUATION CRITERIA

The proposals will be evaluated by a County-designated evaluation committee. All responses to this proposal become the property of the County and will be held confidential, with the exception of the successful proposal which will become public information upon selection. The County will not be held accountable if material from responses is obtained without the written consent of the proposer by parties other than the County. The County reserves the right solely to judge the presentation of the firms submitting proposals in the evaluation and selection of the successful proposal.

The evaluation committee will use the following criteria as guidelines to determine the qualification of the firm submitting a proposal.

#### 8.2.1 PROJECT PLANNING

- a. Project schedule
- b. Completeness of deliverables
- c. Proposed resources
- d. Review and direction

#### 8.2.2 WORK CONCEPTS AND APPROACH

- a. The demonstration of the bidder's understanding of the concepts and requirements of the FIRM system.
- b. Completeness, accuracy, and level of detail.
- c. Suitability and acceptability of the bidder's concept and approach.





8.2.3

ASSIGNED PROJECT STAFF

- a. General experience
- b. Professional and academic qualifications
- c. Relevant experience

8.2.4

CORPORATE EXPERIENCE AND CAPABILITY

- a. Financial stability
- b. Relevant experience and technical skills
- c. Scope of experience

8.2.5

CONTRACTUAL ABILITY

- a. Performance compliance with terms set forth in the RFP
- b. Organizational compliance with terms set forth in the RFP

8.2.6

PROJECT COST

- a. Direct costs
- b. Overhead costs
- c. Total costs

8.3

ORAL PRESENTATION

Bidders to be considered for final selection may be asked to give a formal oral presentation.

8.4

CONTRACTOR SELECTION

After final selection of a bidder, contract negotiations will be initiated. If a satisfactory contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next highest-ranking bidder and terminate negotiations with the previously selected bidder.

Bids are to be submitted to the County with the complete understanding that the evaluation and selection by the County is final and not subject to review.

Following the satisfactory completion of contract negotiations, the Department of Data Processing will submit the contract to the County Board of Supervisors for their approval.

8.5

REJECTION OF PROPOSALS

The County may, at its sole discretion, reject any or all proposals submitted in response to this Request for Proposal.





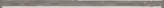
## ATTACHMENT A

## COUNTY PROPOSED TASK COMPLETION SCHEDULE





COUNTY PROPOSED TASK COMPLETION SCHEDULE

| Task No. | Task Description                                                                                                                           | May                                                                                | June | July                                                                                  | August                                                                              | September | October                                                                               |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------|
| II       | Acquire System Documentation                                                                                                               |   |      |                                                                                       |                                                                                     |           |                                                                                       |
| III      | Prepare technical operating modification specifications and instructions to operate the transferred system on Los Angeles County equipment |  |      |                                                                                       |                                                                                     |           |                                                                                       |
| IV       | Perform a demonstration test of the transferred system                                                                                     |  |      |                                                                                       |                                                                                     |           |                                                                                       |
| V        | Conduct team training*                                                                                                                     |  |      |                                                                                       |                                                                                     |           |                                                                                       |
| VI       | Identify and prepare list of system enhancements                                                                                           |                                                                                    |      |    |                                                                                     |           |                                                                                       |
| VII      | Prepare system modification guidelines and technical computer program specifications                                                       |                                                                                    |      |                                                                                       |  |           |                                                                                       |
| VIII     | Specify interfacing record layouts                                                                                                         |                                                                                    |      |  |                                                                                     |           |                                                                                       |
| IX       | Prepare system installation and conversion guidelines                                                                                      |                                                                                    |      |                                                                                       |                                                                                     |           |  |

\*Training may be conducted throughout the duration of the resultant contract. However, training associated with specific tasks must precede the start of those tasks. For example, training of data processing personnel in system operating concepts, techniques and conventions should precede the start of Task VII.



## ATTACHMENT B

## FUNCTIONS OF COUNTY DEPARTMENTS





COUNTY OF LOS ANGELES

FUNCTIONS OF COUNTY DEPARTMENTS

ADOPTIONS, DEPARTMENT OF

Studies and places in adoptive homes children relinquished by parents; investigates and reports to Superior Court on petitions for independent adoptions and stepparent adoptions.

AGRICULTURAL COMMISSIONER

Enforces State laws which prevent the introduction or spread of insects, diseases, weeds and animal plant pests; conducts pest detection and survey programs; abates established infestations of serious pests through legal notice or cooperative agreement; regulates commercial pest control operations; regulates use of injurious pesticides hazardous to persons and property; abates bee diseases; prevents deception and maintains quality in handling and sale of fruits, nuts, vegetables, eggs, poultry, honey, and seed; issues certificates of standardization compliance or pest condition of shipments, and collects fees; compiles crop production and acreage reports and similar data; administers nursery inspection and certification program.

AIR POLLUTION CONTROL DEPARTMENT

Makes and enforces all necessary orders, rules and regulations as will reduce the amount of air contaminants released from stationary sources. Monitors the level of air pollutants in the atmosphere, including radioactive materials, to prevent their excessive buildup and to preclude the occurrence of toxic concentrations of contaminants. Investigates and evaluates all sources of air contaminants and atmospheric pollution phenomena for establishment and maintenance of acceptable air quality standards. Provides informational and educational services to the public and mass media on air pollution control programs.

ANIMAL CONTROL

Provides for the regulation and impounding of dogs and other animals as well as the licensing of dogs, certain wild animals and animal establishments in the unincorporated area of the County and in contracting cities.



Develops, maintains and manages botanical gardens and arboreta located in various major climatic environments of Los Angeles County; develops plant collections, grows and tests plants from all parts of the world; conducts research in horticultural, botanical and related environmental problems; provides public services in the form of adult and youth education classes and workshops; conducts daily tours for the general public, special educational tours for school children, and develops special horticultural displays relating to home gardening and environmental problems; disseminates horticultural and botanical information; maintains a botanical and horticultural reference library and herbarium.

#### ASSESSMENT APPEALS BOARD

Holds hearings as required for equalization of assessments commencing in the fall of each year. Increases or lowers individual assessments in order to equalize assessments on the local tax assessment roll; reviews, equalizes, and adjusts penal and escaped assessments on that roll. The Board has no jurisdiction to grant or deny exemptions or to consider allegations that claims for exemption from property taxes have been improperly denied, but acts in a judicial capacity and has no legislative power.

#### ASSESSOR

Locates and appraises all taxable property within the County. Annually produces an assessment roll listing assessed values at 25 percent of market value and showing all exemptions that apply.

#### AUDITOR-CONTROLLER

Functions as the County's auditor, controller, accounting officer and paymaster; keeps accounts showing County, school district, and trust financial transactions; prepares and issues warrants on the County treasury; audits past transactions of County departments and of the courts; tabulates departmental budget requests; classifies and tabulate Assessor's property valuations for tax rate fixing purposes; applies rates after fixing by the Board of Supervisors to individual properties computes the taxes and enters special assessments for cities.

#### BEACHES

Operates County beach lifeguard services; plans, develops, and maintains beaches and beach facilities; protects and supervises the use of beaches; administers beach recreational programs; and develops community relations programs with beach community residents; provides rescue boat service for pleasure boats in distress in coastal waters in unincorporated areas and off County-operated beaches, and underwater recovery search and rescue service in ocean waters within the County. Jurisdiction extends to approximately 863 acres of beach area, 22.3 miles of shoreline representing 22 beach areas, and several accessways in Malibu and Palos Verdes.



## BOARD OF SUPERVISORS

Serves as the governing body of the County and many special districts, including Flood Control, Air Pollution Control and Fire Protection Districts; enacts ordinances and rules; determines County and special district policies; supervises activities of the Chief Administrative Officer, County departments and special districts; adopts annual budgets and fixes salaries. There are five supervisorial districts with a population of approximately 1,400,000 residents in each district.

## BOARD OF SUPERVISORS, EXECUTIVE OFFICER

Acts as administrative head of the Department of the Board of Supervisors, and as secretariat for the Board. Prepares agendas, maintains minutes of meetings, advertises hearings, gives notice of Board actions and files original documents, some dating back to 1850. In addition to these duties, the Board's Executive Officer also serves as Executive Officer of the Assessment Appeals Boards which sit as a Board of Equalization for Los Angeles County.

## BUILDING SERVICES

Responsible for the cleaning and maintenance of County-owned and leased facilities; provides elevator operator services for County buildings.

## BUSINESS LICENSE COMMISSION

Licenses certain businesses in the unincorporated area of the County; may grant, deny, suspend, or revoke licenses after a public hearing; encourages and investigates new and private charities; and investigates any matter referred by the Board.

## CHIEF ADMINISTRATIVE OFFICE

Acts as overall manager of County government operations; provides the Board with objective recommendations and data; responsible for delegated administrative duties; coordinates, directs, plans and controls administrative operations pursuant to policies determined by the Board.

## CHIEF MEDICAL EXAMINER-CORONER

Conducts investigations, inquests, postmortem examinations and laboratory tests to determine the cause and mode of death on natural deaths unattended by a physician; and on all unnatural deaths (homicides, suicides, accidents or deaths of suspicious nature). Furnishes statistical and preventive information to the public.



Plans, engineers and constructs County telephone and teletype, fire alarm, and radio communication systems, electronic and wire service devices; is technical advisor to County departments. Operates the County mail and truck service. Staffs and operates County telephone switchboard systems. Represents the County before the Federal Communications Commission, the California Public Utilities Commission, and other communication agencies in all matters concerning wire and radio communications and electronic equipment.

#### COMMUNITY SERVICES

Assists in the prevention of juvenile and adult delinquency; helps agencies, organizations, neighborhood and community groups develop resources to which young people and adults can be referred; operates the Narcotics Information Service; conducts the Youth Gang Resources Development Project; operates the Narcotics Outreach Project; administers Community Services Centers; and provides executive secretary services to the Delinquency and Crime Commission, the Commission on Obscenity and Pornography, and the Commission on Youth.

#### COUNTY CLERK

Assists underage marriage license applicants and distributes requirements necessary to obtain a marriage license; maintains a list of all surety companies authorized to do business in the State and an index for attorneys-in-fact acting for such companies; maintains a chronological summary of cases pending or completed for each judicial district; gives bar associations and legal secretary groups information on court procedures, new legislation, etc.; provides information about cases of public interest and procedural law changes which are of interest to the legal community.

#### COUNTY COUNSEL

Renders legal advice to County and District officers relative to official duties; represents County, flood control and all school districts, and the superior and inferior courts in litigation to which they are parties and in certain prescribed cases defends County and District employees. Serves as the legal officer of Los Angeles County but does not engage in the practice of criminal law.

#### COUNTY ENGINEER

Provides unincorporated areas and contract cities with engineering, surveying and public works engineering services, including title search legal descriptions and property appraisals, design and inspection of sewers and storm drains. Regulates disposal of liquid and solid wastes administers and operates County Waterworks Districts, County Sewer Maintenance Districts, and County Drainage Maintenance Districts; administers the County building laws for private and County building construction. As County Surveyor is responsible for checking subdivision maps, the preparation of maps for the Assessor and the Registrar Recorder, and other surveying and mapping services as mandated by State law; is city engineer and/or building official by agreement with various incorporated cities, and Director of Aviation for five general aviation airports.



## DATA PROCESSING

Applies modern electronic data processing and data communications equipment, systems, and techniques to County government problems; operates the County data processing centers, advises and works with all County agencies on all matters pertaining to electronic data processing, and makes recommendations to the Board on these matters.

## DISASTER AND CIVIL DEFENSE COMMISSION

Reviews and coordinates disaster plans of the County, cities, special districts and public authorities. Considers and recommends to the Board, governing bodies of cities, special districts, public authorities, private agencies and organizations, programs or policies deemed necessary to enhance disaster preparedness within this County. Promotes training and education programs in all phases of disaster preparedness.

## DISTRICT ATTORNEY

Investigates crimes, conducts prosecutions of persons charged with crimes, prosecutes in the courts both felony and misdemeanor cases, enforces statutes requiring responsible persons to support their dependents.

## EMPLOYEE RELATIONS COMMISSION

Supervises administration of County employee relations including the approval of appropriate employee representation units, the conducting of elections to determine employee representatives, the certification of employee representatives, the investigation of unfair employee relations practices, and assistance in the resolution of impasses and disputes.

## FACILITIES DEPARTMENT

Prepares or reviews architectural plans design; provides for construction inspection and over-all project management responsibility of building construction projects; negotiates and administers for the Board of Supervisors all transactions pertaining to purchases, sales, abandonments, dedications, and leases or rentals of real property, including revenue producing concessions and franchises; provides relocation assistance and administers payments to owners, tenants, and businesses displaced by County relocation activities.

## FARM ADVISOR

Gathers, evaluates, tests, and distributes the results of agricultural and home economics research by the University of California and other sources throughout the world to improve the effectiveness of production, marketing, and general management of the agricultural industries in this County; provides information to professional home economists, mass media, industry, and homemakers, and for the training of 4-H Club leaders and members.



## FLOOD CONTROL DISTRICT

Controls and conserves flood, storm and other waste waters; constructs, operates, and maintains flood control dams, channels, storm drains, debris basins, pumping plants, spreading grounds, and other flood control and water conservation facilities responsible for the aesthetic treatment of lands and facilities; and where compatible, for the recreational use of lands.

## FORESTER AND FIRE WARDEN

Responsible for the suppression and prevention of fires, emergency medical rescue assistance and the enforcement of related laws, fire prevention education programs, maintenance of fire breaks, inspections for fire hazard abatement, conservation and education programs, as well as experiments in forestry and watershed protection and reforestation.

## FIRE PROTECTION DISTRICTS

Provides fire suppression, fire prevention and emergency rescue services in incorporated and unincorporated areas within a fire protection district; conducts fire prevention education programs for the public; processes annexations of areas to a fire district; works with fire insurance organizations to develop the lowest fire insurance gradings.

## GRAND JURY

Makes inquiry into all public offenses committed or triable within the County and presents indictments to the court when warranted; inquires into condition and management of public prisons; examines books, records and accounts of all officers of the County, and investigates misconduct charges against public officers. The Grand Jury is a part of the judicial system and is comprised of 23 citizens nominated by the court. Each juror is an officer of the court.

## HEALTH SERVICES, DEPARTMENT OF

Provides comprehensive health care to the medically indigent and safeguards the health of the total community through five unified regional programs integrating public health, mental health, hospital and comparative medical and veterinary public health services. The Health Services Regions are Coastal, San Gabriel Valley, Central, Southeast, and San Fernando-Antelope Valley. Scope of health services includes preventive and investigative public health services; clinical and hospital care for the medically indigent; communicable disease control and treatment; immunizations; sanitation; hospital and clinical mental health programs; coordination of reimbursable mental health services; drug abuse and alcoholism programs; administration of Crippled Children's Services; the deterrence of infectious diseases of animals and of diseases common to animal and man; emergency medicine; coordination of the countywide Emergency Aid Program and provision of certain highly specialized medical services not otherwise available, e.g., spinal cord injury, burns center. Services are provided through hospitals and health centers in which the diverse programs are integrated into a single, coordinated network responding to community health priorities on a regional basis.



## HUMAN RELATIONS COMMISSION

Strives to lessen racial and religious prejudice and promote full acceptance of all citizens in the community in all aspects of community life without regard to race, religion, natural origin or sex.

## JUSTICE COURT

Hears civil cases involving no more than \$1000, small claims cases not to exceed \$500, and criminal cases amounting to misdemeanor only except those in which other courts are given exclusive jurisdiction. The Justice Court also conducts felony preliminary examinations and serves the Judicial District of Catalina.

## LOCAL AGENCY FORMATION COMMISSION

Screens all new city incorporations, new special districts, and the hundreds of city annexation proposals which occur every year.

## MARSHAL

Acts as ministerial and enforcement officer for all Municipal Courts in Los Angeles County. Provides for execution, service and return of all writs, processes and criminal warrants directed by Municipal Courts or other competent authorities; provides Own Recognizance Release Review teams for Municipal Courts; bailiffs Municipal Courts.

## MECHANICAL DEPARTMENT

Maintains, repairs, and makes alterations to County-owned and leased buildings and building equipment; performs construction within legal limitations; repairs office machines and office furniture; maintains and repairs County automotive fleet; moves County furniture and equipment; provides guard service; operates public off-street parking lots; pays utility bills for general County functions.

## MILITARY AND VETERANS AFFAIRS

Operates Patriotic Hall, a veterans memorial building containing offices, meeting rooms, dining rooms, library, auditorium and gymnasium; provides liaison between the Board of Supervisors and veterans' organizations and the military; aids veterans and dependents in presenting and pursuing service-related claims against the Federal Government and in establishing the veterans' right to any privilege, preference, care or compensation provided for by the laws of the United States or this State.

Endeavors to channel disadvantaged Vietnam veterans into education, employment, and rehabilitation through the federally funded Veterans Outreach Program.

The Department also provides burials for veterans and veterans' widows who die without sufficient funds or Federal burial benefits.



## MUNICIPAL COURTS

Has jurisdiction in civil cases involving no more than \$5,000, i.e., collection of accounts, promissory notes, unlawful detainer actions, damages resulting from automobile collisions; sits as a small claims court having jurisdiction over civil cases involving no more than \$500. Attorneys are not permitted to practice in small claims actions; the judge hears both sides and renders judgment.

Has jurisdiction in criminal cases of misdemeanors punishable by penalties consisting of a fine or less than 12 months' imprisonment in the County jails, or both; violations of State laws, City and County ordinances such as theft, intoxication, vagrancy and various traffic offenses.

Conducts preliminary hearings for felonies such as murder, arson and burglary. Los Angeles County has 25 Municipal Court judicial districts.

## MUSEUM OF ART

Acquires, investigates, publishes, displays and provides for the educational use of art materials. This function is carried out via the following organization: Curatorial Division, Service Division, Public Services Division.

## MUSEUM OF NATURAL HISTORY

Responsible for public exhibitions, displays and research in the natural sciences and in western history. The Board of Governors, consisting of 15 members appointed by the Board of Supervisors, serves as the governing body.

## OTIS ART INSTITUTE

Furnishes instruction in six fields of concentration: painting, drawing, sculpture, design printmaking and ceramics, with complementary instruction in fields of the humanities, leading to the Bachelor and Master of Fine Arts degrees.

## PARKS AND RECREATION, DEPARTMENT OF

Plans, designs and maintains all local and regional County parks, golf courses, special recreational facilities, and beautification projects; maintains landscaped areas at all County buildings; provides maintenance and recreation services to special assessment districts; issues permits and provides inspection and maintenance services related to the planting, trimming and removal of all roadside trees in County territory; conducts training institutes in all aspects of park operation and recreation techniques; acts as liaison and provides staff services to the Parks and Recreation and Fish and Game Commissions.



## PERSONNEL, DEPARTMENT OF

Administers the Civil Service system under the direction of the Civil Service Commission and the Director of Personnel. Provides such services as position classification, recruitment, selection, placement of personnel, and maintenance of central employee records. Responsible to the Board of Supervisors for the compensation of County employees, the administration of the County's employee relations program, and the coordination of the County's Affirmative Action program. In addition, under the Board's direction, administers the Workmen's Compensation and Occupational Health programs for the County.

## PROBATION DEPARTMENT

Investigates and makes recommendations to the courts on adults convicted of crimes; supervises and provides a program of control and rehabilitation for adults placed on probation; investigates and makes recommendations to the courts on delinquent and pre-delinquent children, as defined by the Welfare and Institutions Code, and supervises and provides functions of control and rehabilitation for juveniles.

## PUBLIC ADMINISTRATOR-PUBLIC GUARDIAN

Acts in the interest of heirs and creditors to provide protection of property of deceased persons, and where qualified, acts as administrator upon appointment by the Probate Court of those estates where the deceased left no resident heirs or, although leaving a will, did not provide for the naming of an executor or named an executor who would not qualify in this State. The Public Administrator also acts as Public Guardian, and is responsible for investigating the need for a guardian or conservator of all persons referred as alleged incompetents or gravely disabled by mental illness, and upon appointment as guardian or conservator, is responsible for the care and custody of the person and/or the management of his estate.

## PUBLIC DEFENDER

Defends or represents persons financially unable to employ counsel, upon request of the person or upon order of the court as provided by law, as follows:

Criminal Jurisdiction - Defends any person who is charged with the commission of any contempt or criminal offense triable in the Superior, Municipal, or Justice Courts at all stages of the proceedings.

Civil Jurisdiction - Represents any person who is entitled to be represented by counsel in a juvenile proceeding; represents any person in a narcotic or mental illness proceeding; prosecutes actions of any claimant where the sum involved does not exceed \$100; and, defends any person who is being persecuted or unjustly harassed.

## PUBLIC LIBRARY

Renders complete service to the adult and juvenile reading public in the territory served by the County library, including most of the unincorporated area, plus 43 cities. Service is provided through 94 County libraries, 11 County institutions, and 6 mobilibraries.



## PUBLIC SOCIAL SERVICES

Administers those activities and functions involved in providing aid or social services or both, within the limits authorized by law or ordinance, to persons who, because of their economic or social condition, are in need thereof and may benefit thereby.

## PURCHASING AND STORES

Purchases supplies, equipment, and services for all County departments. Manages Cooperative Purchasing contracts for benefit of local municipalities. Operates a central store for distribution of supplies used by all County departments and institutions. Reissues or sells surplus County property by bid or auction.

## REGIONAL PLANNING, DEPARTMENT OF

Develops and maintains a comprehensive General Plan for Los Angeles County; maintains orderly and effective administration and implementation of the General Plan; provides comprehensive and precise zoning for unincorporated areas; maintains basic planning data on the County, and develops special planning studies as requested by the Regional Planning Commission or Board of Supervisors.

## REGISTRAR-RECORDER

Registers all eligible persons wishing to vote; recruits precinct officials and conducts National, State and County elections, and may provide services on a contractual basis for municipal or special district elections; prepares and furnishes voter lists to jurisdictions conducting elections; checks petitions for initiative or referendum measures, formation or incorporation of public jurisdictions, and nomination or recall petitions of officials.

Makes a permanent record of evidence of ownership of all land in Los Angeles County and of liens or encumbrances upon it by recording those documents, instruments, papers, maps and notices as provided by State law; displays and issues copies of these records; determines amount of and collects tax on all transfers of real property; maintains files and issues certificates of all births, deaths and marriages occurring in the County.

## ROAD DEPARTMENT

Responsible for Multi-Modal Transportation activities of the County including bicycles, public transit, and the preparation and maintenance of the transportation element of the County General Plan. Responsible for planning, designing, constructing, maintaining, and repairing County highways, roads, bridges and culverts, and for performing survey related thereto; for the design, installation and maintenance of traffic signals; the administration, construction and maintenance of County Lighting and Lighting Maintenance Districts.



## SENIOR CITIZENS AFFAIRS, DEPARTMENT OF

Promotes the general well-being of senior citizens in Los Angeles County and cooperates with communities and organizations, both public and private, which have similar purposes.

## SHERIFF

Administers the police function of the County. Responsible for enforcement of all laws and regulations as required or requested by statute; participates in programs for rehabilitation, prevention of crime, and suppression of delinquency; directs and coordinates emergency services; maintains security and assists in the functions of the Superior Court; and operates county detention facilities.

## SMALL CRAFT HARBORS

Plans, develops and operates County harbors and marinas; provides boating safety services on State waters within the County; operates the Marina del Rey Small Craft Harbor; maintains community relations programs and citizens' advisory committees; administers the 1959 Marina del Rey Revenue Bond Resolution, property leases with Marina developers, and the planning, development and maintenance of all harbor facilities. Supervises recreational boating activities, provides boating law enforcement and emergency marine rescue services, and assists other law enforcement and emergency agencies.

## SUPERINTENDENT OF SCHOOLS

Enforces school laws, provides educational leadership, coordinates school matters between the State, the public and the 95 school districts in the County.

## SUPERIOR COURT

Has jurisdiction in all cases in equity, cases involving title to or possession of real property, civil cases where demand exceeds \$5,000, felony cases, probate and divorce matters, conciliation and domestic relations cases, adoptions, psychopathic and juvenile cases, as well as appeals from Municipal and Justice Courts. There are 171 Superior Court judges in 9 geographic districts of the County.

## TAX COLLECTOR-TREASURER

Collects and distributes current and delinquent taxes for real property, secured and unsecured personal property; prepares delinquent rolls; conducts all sales of tax-deeded properties and issues deeds; issues business and regulatory licenses; collects license fees and parking meter monies in unincorporated areas.



Receives, maintains, and disburses all County, District, and Trust Funds. Invests surplus funds; makes active and inactive deposits in banks pursuant to law; has custodial responsibility for securities; acts for State Controller in the enforcement of the State inheritance tax law; issues and services special assessment bonds; and operates the County Employees Retirement System.

#### URBAN AFFAIRS

Responsible for planning and execution of various types of community improvement programs, with particular emphasis on those requiring State, Federal, or private agency assistance.

#### WEIGHTS AND MEASURES

Provides public protection through continuous, systematic inspection of weighing and measuring apparatus used in trade throughout the County; condemns or seizes incorrect and fraudulent instruments; surveys commodities prepackaged for sale at both wholesale and retail levels; makes test purchases of such commodities as meat, produce, delicatessen items, gasoline and oil, and investigates and prosecutes persons found to be in violation of weights and measures laws, or of fraud in the purchase or sale of commodities. This work is authorized and made mandatory by California State law. Provides weights and measures services to industry on a fee basis, as authorized by law.

## ATTACHMENT C

LOS ANGELES COUNTY FINANCIAL WORKLOAD  
STATISTICS AND ESTIMATES





LOS ANGELES COUNTY FINANCIAL WORKLOADSTATISTICSFINANCIAL STATISTICS75-76 ESTIMATED  
MONTHLY TOTALSENCUMBERING DOCUMENTS

|                             |              |
|-----------------------------|--------------|
| Purchase Orders             | 3,607        |
| Other Encumbering Documents | <u>430</u>   |
| Totals                      | <u>4,037</u> |

EXPENDITURE DOCUMENTS

|                          |               |
|--------------------------|---------------|
| Audited Vouchers         | 25,895        |
| Special Warrant Vouchers | 63,226        |
| Payroll Vouchers         | 798           |
| Departmental Invoices    | 1,795         |
| Sub-Invoices             | <u>3,673</u>  |
| Totals                   | <u>95,387</u> |

REVENUE DOCUMENTS

|                 |              |
|-----------------|--------------|
| Deposit Permits | <u>3,750</u> |
| Totals          | <u>3,750</u> |

MISCELLANEOUS ACCOUNTING DOCUMENTS

|                  |             |
|------------------|-------------|
| Journal Vouchers | <u>752*</u> |
| Totals           | <u>752</u>  |

|                                                |                |
|------------------------------------------------|----------------|
| Total Estimated Monthly<br>Financial Documents | <u>103,926</u> |
|------------------------------------------------|----------------|

\*Averages 20 accounting entries per journal voucher



## ATTACHMENT D

PROPOSED LOS ANGELES COUNTY  
DATA PROCESSING EQUIPMENT CONFIGURATION





PROPOSED LOS ANGELES COUNTY  
DATA PROCESSING EQUIPMENT CONFIGURATIONS

The County of Los Angeles will operate the financial information and resources management system using one of two possible data processing configurations. The contractor's proposal must reflect the potential use of the following specific equipment configurations under consideration by Los Angeles County. Although one equipment configuration will be used, the proposal must include separate cost projections, work plan considerations and other pertinent information for both equipment configurations.

UNIVAC Configuration

|                              |                                                                             |
|------------------------------|-----------------------------------------------------------------------------|
| Type:                        | UNIVAC 1110 <u>2</u> x <u>2</u><br>2 CAU (CPU)<br>2 IOAU (I/O Access Units) |
| Storage:                     | Main = 131k words<br>Extended = 131k words                                  |
| Disk:                        | 8440                                                                        |
| Tape:                        | Uniservo 20 and 16                                                          |
| Operating System:            | EXEC 8                                                                      |
| Release:                     | OS-1100 - Level 32 R 2                                                      |
| Partition Size:              | 65k words                                                                   |
| Turnaround time for testing: | 48 hours                                                                    |

IBM Configuration

|                              |                  |
|------------------------------|------------------|
| Type:                        | IBM 370/158      |
| Storage:                     | 2 Megabytes      |
| Disk:                        | 3330 Mod 1 and 2 |
| Tape:                        | 3420 Mod 7       |
| Operating System:            | OS/MVT           |
| Release:                     | OS/MVT Rel. 21.7 |
| Partition Size:              | 150k bytes       |
| Turnaround time for testing: | 48 hours         |





## ATTACHMENT E

PROPOSED COUNTY STAFFING  
AND CLASS SPECIFICATIONS



LOS ANGELES COUNTY  
FINANCIAL INFORMATION AND RESOURCES MANAGEMENT  
PROPOSED COUNTY STAFFING

|                                                  | <u>Number of Full Time Positions</u> |                                           |
|--------------------------------------------------|--------------------------------------|-------------------------------------------|
|                                                  | 1975-76 FY<br>April 1-June 30        | 1976-77 FY <sup>1</sup><br>July 1-June 30 |
| <u>Data Processing Department</u>                |                                      |                                           |
| Data Processing Manager I                        | 1                                    | 1                                         |
| EDP Programming Supervisor                       | 1                                    | 2                                         |
| Programmer Analyst II                            |                                      | 2                                         |
| Programmer Analyst I                             |                                      | 2                                         |
| Assistant Programmer Analyst                     |                                      | <u>2</u>                                  |
| Subtotal                                         | 2                                    | 9                                         |
| <u>Auditor-Controller</u>                        |                                      |                                           |
| Project Manager, Auditor-Controller <sup>2</sup> | 1                                    | 1                                         |
| Principal Accountant-Auditor                     | 1                                    | 1                                         |
| Principal Accounting System Analyst              | 1                                    | 1                                         |
| Principal Accountant                             | 1                                    | 1                                         |
| Senior Accountant                                | 1                                    | 1                                         |
| Senior Accountant-Auditor                        | 1                                    | 1                                         |
| Senior Accounting System Analyst                 | 1                                    | 1                                         |
| Accounting System Analyst                        | <u>1</u>                             | <u>1</u>                                  |
| Subtotal                                         | 8                                    | 8                                         |
| <u>Chief Administrative Office</u>               |                                      |                                           |
| Senior Administrative Analyst <sup>3</sup>       | <u>2</u>                             | <u>2</u>                                  |
| Total                                            | <u>12</u>                            | <u>19</u>                                 |

<sup>1</sup>Per 1976-77 Data Processing Department Budget Request

<sup>2</sup>The Project Manager, Auditor-Controller acts as Deputy Project Director and will assume the role of the Steering Committee on a day to day basis providing management control for the project on its behalf.

<sup>3</sup>The Senior Administrative Analyst positions function as liaison between the project team and the Chief Administrative Office regarding financial and program accounting system requirements.





**CLASS SPECIFICATION****TITLE:** DATA PROCESSING MANAGER I

**DEFINITION:** Has responsibility for managing a major project or several small projects in systems development or a major activity of a computer center or central support group, under the direction of a Data Processing Manager II.

**CLASSIFICATION STANDARDS:** Positions allocable to this class manage a major project or activity within an organizational unit of the Data Processing Department, such as a major systems development project or several small ones, computer operations and production control, or a programming maintenance activity. Also allocable to this class are positions which manage central support personnel engaged in conducting audits, consulting with users or with operations and development groups, developing standards, or conducting technical training.

**EXAMPLES OF DUTIES:**

Manages major systems development projects, programming maintenance projects, and vendor-contracted projects.  
Plans, organizes, manages, and evaluates the work of a large, 24-hour, multi-programming computer center including responsibility for scheduling, data control, and computer operations.  
Manages data processing technical personnel engaged in developing standards and procedures, conducting audits of projects and computer centers, consulting with systems development groups, and consulting with users of data processing services.  
Manages the development and installation of standards or the development and administration of technical training programs.  
Enforces established uniform programming standards, practices, and techniques.  
Confers with user departments in order to set up production schedules, turn-around times, and deadlines for receipt of documents in order to meet run deadlines, and reschedule computer runs according to priority in case of machine breakdowns.  
Coordinates computer software and hardware activities with systems development and maintenance activities.  
Represents the Data Processing Department at technical information exchange conferences with user groups or manufacturers' representatives.

-OVER-



## MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE: Two years' supervisory experience in electronic data processing, within the last three years, at the level of Data Processing Supervisor.\*

PHYSICAL CLASS: "2" - Light.

Specialized examinations may include:

Specialty\*Add

Audit and Test

One year of the required experience must have been in either (1) the supervision of the auditing or testing of programs, equipment, computer operations, or procedures or (2) the supervision of the design of computerized accounting systems controls and applications at the level of Senior Accounting Systems Technician or higher.

Computer Operations

One year of the required experience must have been in (1) the supervision of staff engaged in computer programming utilizing Common Business-Oriented Language (COBOL) or (2) the supervision of computer operations.

Maintenance

One year of the required experience must have been in the supervision of staff engaged in computer programming utilizing Common Business-Oriented Language (COBOL) or Basic Assembler Language.

Standards and Training

One year of the required experience must have been in the supervision of the development of data processing standards and procedures or in the training of technical staff in electronic data processing.

Systems Development

One year of the required experience must have been in the supervision of staff engaged in systems analysis and design.



**CLASS SPECIFICATION**

**TITLE:** EDP PROGRAMMING SUPERVISOR

**DEFINITION:** Supervises a team of computer programmers engaged in analyzing departmental systems and writing computer programs.

**CLASSIFICATION STANDARDS:** Positions allocable to this first-level supervisory class are found in County departments other than the central data processing agency. They exercise full administrative and technical supervision over a team of four or more computer programmers, determine design approach, make assignments to subordinate programmers, and provide final review of the work for technical accuracy.

**EXAMPLES OF DUTIES:**

- Supervises a team of programmers engaged in systems analysis and computer programming.
- Schedules the work of the team, sets deadlines, and apportions the work among team members to insure that deadlines will be met.
- Conducts feasibility studies of requests for data processing services and prepares resulting recommendations.
- Supervises and participates in the preparation of cost estimates and specifications resulting from requests for data processing services.
- Determines the general method to be used in designing the computer system, resolves problems arising during the design and programming phase, and answers questions related to technical programming problems.
- Reviews work of subordinates upon completion and determines technical accuracy by a general review of the work and of the test results.
- Insures that problem solutions provide for the most efficient use of computer software and hardware consistent with the needs of the department, and that the system as programmed will meet those needs.
- Supervises the preparation of run-manuals and documentations of systems, programs, and operations.
- Maintains contact with in-house users concerning work schedules, priorities, systems changes, and problems.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** One year's computer programming experience at the level of EDP Programmer Analyst II.

**LICENSE:** California Class "3" Driver's License.

**PHYSICAL CLASS:** "2" - Light.





**CLASS SPECIFICATION**

**TITLE:** EDP PROGRAMMER ANALYST II

**DEFINITION:** Performs electronic data processing computer maintenance programming for a multi-programming computer system and conducts systems analysis and design, under general supervision.

**CLASSIFICATION STANDARDS:** Positions allocable to this class independently perform electronic data processing assignments in the areas of programming computer systems using direct access and tape storage devices, systems analysis and design, standards development for procedures and operations, technical staff training, or auditing and testing of operations and systems. Positions in this class may also act as leadpersons over other programming personnel.

**EXAMPLES OF DUTIES:**

Writes complex programs using Common Business-Oriented Language (COBOL), Basic Assembler, or other programming languages. Performs problem analyses and determines if resolutions can be obtained by changing standard procedures or training curricula.

Maintains and updates standards and training materials by interviewing staff and gathering data for this purpose.

Assists in the design of automated systems.

Measures a project's performance against a predetermined standard by auditing the system, testing it prior to installation, verifying its controls, and monitoring its effectiveness.

Debugs coding instructions and programs by going through programs step by step, in the manner of the computer, by using core dumps, trace procedures, and any other tool that the system software provides.

Checks out programs by preparing test data which picture every possible combination of input data, running the test data against the program on the computer, and carefully analyzing the output.

Analyzes procedures and systems in the course of programming, consulting with staff members to develop solutions for problems encountered.

Prepares general flowcharts and detailed block diagrams according to procedures contained in computer program specifications, determining the coding required to perform each routine.

Prepares clerical instructions and instructions for equipment operators to enable them to mount correct storage media, interpret machine stoppages, and utilize proper restart procedures.

-OVER-



## EXAMPLES OF DUTIES (continued):

May act as leadperson and give technical advice to a small group of programming personnel.

## MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE: Two years' experience in computer programming as an EDP Programmer Analyst I\* -OR- Three years' experience, within the last three years, in computer programming or systems analysis, two years of which must have been in programming for electronic data processing.\*

## PHYSICAL CLASS: "2" - Light.

Specialized examinations may include:

Specialty\*Add

Audit and Test

One year of the required experience must have been in either (1) the auditing or testing of programs, equipment, computer operations, or procedures, or (2) the design of computerized accounting systems controls and applications at the level of Accounting Systems Technician or higher.

Maintenance

One year of the required experience must have been in computer programming utilizing Common Business-Oriented Language (COBOL) or Basic Assembler Language, within the last three years, for medium-to large-scale third generation computers.

Standards & Training

One year of the required experience must have been in the development of data processing standards and procedures or the training of technical staff in electronic data processing.

Systems Development

One year of the required experience must have been in systems analysis and design, within the last three years, for medium-to large-scale third generation computer applications.



**CLASS SPECIFICATION**

**TITLE:** EDP PROGRAMMER ANALYST I

**DEFINITION:** Performs electronic data processing computer maintenance programming for a multi-programming computer system and conducts systems analysis and design, under supervision.

**CLASSIFICATION STANDARDS:** Positions allocable to this class perform electronic data processing assignments in the areas of programming computer systems using direct access and tape storage devices, systems analysis and design, standards development for procedures and operations, technical staff training, or auditing of operations and systems.

**EXAMPLES OF DUTIES:**

Writes computer programs using Common Business-Oriented Language (COBOL), Basic Assembler, or other computer languages.

Prepares general flowcharts and detailed block diagrams according to procedures contained in computer program specifications, determining the coding required to perform each routine.

Prepares and debugs detailed coding instructions by going through programs step by step.

Checks out programs by preparing test data which picture every possible combination of input data, running this test data against the program on the computer, and carefully analyzing the output.

Analyzes procedures and systems in the course of programming, consulting with staff members to develop solutions for problems encountered.

Prepares clerical instructions and instructions for equipment operators to enable them to mount correct storage media, interpret machine stoppages, and utilize proper restart procedures.

Debugs programs using core dumps, trace procedures, and any other tool that the system software provides.

Performs systems analysis and design of programs using direct access and tape storage devices.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** One year's experience in computer programming as an EDP Assistant Programmer Analyst -OR- Two years' experience in computer programming utilizing Common Business-Oriented Language(COBOL) or Basic Assembler Language, within the last three years, for medium-to large-scale third generation computers.

**PHYSICAL CLASS:** "2" - Light.





**CLASS SPECIFICATION**

**TITLE:** EDP ASSISTANT PROGRAMMER ANALYST

**DEFINITION:** Programs and codes for electronic data processing and assists in systems analysis, under supervision.

**CLASSIFICATION STANDARDS:** Positions allocable to this class program and code operational sequences for electronic data processing, using Common Business-Oriented Language (COBOL) or Basic Assembler Language, and assist in systems analysis required in the course of programming operations.

**EXAMPLES OF DUTIES:**

- Prepares general flowcharts and detailed block diagrams according to clearly-defined procedures contained in computer program specifications, determining the coding required to perform each routine efficiently.
- Prepares detailed coding instructions in either assembler or higher-level languages.
- Debugs coding instructions by going through programs step by step in the manner of the computer.
- Checks out programs by preparing test data which picture every possible combination of input data, running test data against programs on the computer, and carefully analyzing the output.
- Prepares instructions for equipment operators to enable them to assign appropriate peripheral equipment, mount correct storage media, interpret machine stoppages, and utilize proper restart procedures.
- Analyzes procedures and systems in the course of programming, consulting with staff members to develop solutions for problems encountered.
- Prepares record layout forms showing how information will appear on input cards, on storage media, in memory units, and on output forms.
- Assists in preparing or modifying clerical instructions to conform to the electronic data processing system.
- Learns the software capabilities of the installation's computer.
- Assists in basic systems analysis and design.

-OVER-

**TITLE:**

**EDP ASSISTANT PROGRAMMER ANALYST**

**Page 2**

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** One year's experience in computer programming using Common Business-Oriented Language (COBOL) or Basic Assembler Language, within the last three years, for medium-to large-scale third generation computers -OR- Successful completion of a training program approved by the Los Angeles County Civil Service Commission in the analysis, programming, and coding of operations for electronic data processing -OR- Graduation from an accredited college, within the last three years, with a Bachelor of Science degree in electronic data processing.

**PHYSICAL CLASS:** "2" - Light.



**CLASS SPECIFICATION**

**TITLE:** PROJECT MANAGER, AUDITOR-CONTROLLER

**DEFINITION:** Has immediate charge of the County-wide Financial Management Information System, under the direction of the Auditor-Controller and the Financial Management Information System Steering Committee.

**CLASSIFICATION STANDARDS:** This class is distinguished by its responsibility for directing and coordinating the development and implementation of a County-wide integrated accounting and financial management system to effect the efficient automated management of County financing resources.

**EXAMPLES OF DUTIES:**

- Plans, organizes, directs, coordinates, and evaluates the work of others, including project teams, assigned to develop and implement the system.
- Directs the review and evaluation of all elements of the system, implementing changes and modifications as required to insure its success.
- Evaluates progress made and reports results to the Financial Management Information System Steering Committee.
- Directs the acquisition of personnel, office facilities, equipment, and supplies for the overall project.
- Serves as liaison between the various project teams, the steering committee, and existing line operations.
- Acts in an advisory capacity in the development of departmental budgets to reflect the impact of the new system upon departmental operations.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** Completion of accounting courses equivalent to 21 semester units or 32 quarter units in an accredited college including courses in governmental accounting, cost accounting, and auditing -AND- one year's accounting or auditing experience at the level of Principal Accountant, Principal Accountant-Auditor, Principal Accounting Systems Analyst or higher.

**LICENSE:** California Class "3" Driver's License.

**PHYSICAL CLASS:** "2" - Light.







## CLASS SPECIFICATION

**TITLE:** PRINCIPAL ACCOUNTANT-AUDITOR

**DEFINITION:** Participates in directing the work of the Auditing Division of the Department of Auditor-Controller with particular responsibility for the activities of an assigned group of sections.

**EXAMPLES OF DUTIES:**

Participates in planning, directing, and evaluating the work of the division. Assists in directing audits and reviews completed audit reports and recommendations.

Assists in directing the making of accounting surveys and procedural and cost studies.

Assists in directing the development and installation of accounting systems. Makes special audits and investigations as necessary.

Confers with department heads and administrative personnel in County departments regarding accounting problems and audit findings.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** Graduation from an accredited college with twenty-one units of accounting including a course in auditing and governmental accounting  
- AND - One year's auditing experience at the level of Senior Accountant-Auditor.

**PHYSICAL CLASS:** "2" - Light.





**CLASS SPECIFICATION**

**TITLE:** PRINCIPAL ACCOUNTING SYSTEMS ANALYST

**DEFINITION:** Supervises professional accounting systems analysis work in connection with the development, evaluation, and review of large-scale and complex computerized and non-automated fiscal control systems.

**EXAMPLES OF DUTIES:**

Supervises the study and evaluation of existing departmental accounting operations and standards, fiscal controls, and accounting forms, in both computerized and non-automated accounting systems.

Supervises the design and development of all types of accounting systems controls and applications, and participates and directs other professional staff members in working with the Department of Data Processing in the design and technical development of computerized applications.

Supervises the evaluation of control systems.

Confers with department heads and administrative personnel concerning fiscal matters, system review plans, and findings.

Makes special system reviews and investigations as necessary.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** Graduation from an accredited college with twenty-one units of accounting including a course in auditing - AND - One year's professional auditing or accounting experience at the level of Senior Accountant-Auditor, Accountant IV or higher, or one year's experience in EDP systems analysis at the level of EDP Senior Programmer Analyst.

**PHYSICAL CLASS:** "2" - Light.





**CLASS SPECIFICATION**

**TITLE:** PRINCIPAL ACCOUNTANT

**DEFINITION:** Participates in directing the work of the Accounting Division of the Department of Auditor-Controller.

**CLASSIFICATION STANDARDS:** Positions allocable to this class are distinguished by their responsibility for supervising the activities of an assigned section of the Auditor-Controller's Accounting Division.

**EXAMPLES OF DUTIES:**

Participates in planning, organizing, directing, and evaluating the work of the division.

Recommends the modification of divisional policies and procedures and supervises the installation of approved changes.

Recommends and justifies measures to meet present and future personnel, space, and material requirements.

Assists in directing the maintenance of centralized accounting records and maintaining accounting control over all financial transactions of the County, school districts, and special districts.

Assists in directing the maintenance of an appropriation accounting system providing centralized budget control over County revenues and expenditures.

Assists in directing the maintenance of cash accounts for all funds in the custody of the County Treasurer.

Assists in directing the preparation and maintenance of tax ledgers reflecting collections, apportionments, and delinquencies which affect the tax accounts of the County, municipalities, special districts, and school districts.

Assists in directing the preparation of County financial reports and statements of financial condition.

Assists in directing the compilation and publication of County preliminary and final budgets and the preparation of budget and tax resolutions.

Supervises the computation of the tax rates for the County, school districts, and special districts.

Assists in directing the reconciliation of all County, school, and special district warrants.

Assists in directing the maintenance of detailed records of County-owned real and personal property.

Assists in directing the maintenance of inventory controls over stock carried by the Department of Purchasing and Stores and the resultant billing for items issued to County departments.

May act for the Chief, Accounting Division, in the latter's absence.

-OVER-



TITLE:

PRINCIPAL ACCOUNTANT

Page 2

MINIMUM REQUIREMENTS:

**TRAINING AND EXPERIENCE:** Completion of accounting courses in an accredited college equivalent to 21 semester units or 32 quarter units including a course in governmental accounting-AND- one year's accounting or auditing experience at the level of Senior Accountant, Senior Accountant-Auditor, or Senior Accounting Systems Analyst.

**LICENSE:** California Class "3" Driver's License.

**PHYSICAL CLASS:** "2" - Light.

**CLASS SPECIFICATION**

**TITLE:** SENIOR ACCOUNTANT

**DEFINITION:** Acts as assistant head of a major accounting section in the Department of Auditor-Controller.

**EXAMPLES OF DUTIES:**

- Supervises the collection and the accounting classification of departmental revenue.
- Supervises the accounting control of all funds and investments in the custody of the County Treasurer.
- Supervises the preparation of categorical aid program claims for reimbursement from the State, all special reports and statements, and confirmation letters to independent auditors.
- Supervises the compilation of the County budget, which includes all appropriations, reserves, surplus, and revenue estimates for all County departments and special districts.
- Supervises the compilation of the Tax Levy Resolution, taking into consideration boundary changes between school districts and determining what territorial boundaries should be established or retained and the bond issues for which these transfers are liable.
- Advises County departments as to the proper revenue and expenditure classification for their budgets.
- Assists in answering inquiries from representatives of news media, school districts, taxpayer groups, and the general public relative to the computation of tax rates and other information contained in the various financial publications of the County.
- Supervises the maintenance of centralized accounting records and assists in maintaining accounting control over all financial transactions of the County, the school districts and special districts.
- Supervises the processing of all budget adjustments.
- Supervises the reconciling of cash and budgetary accounts to assure that all documents have been posted to the proper account.
- Supervises the classification of documents and journal vouchers for entry into the ledgers and registers of the County.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** Completion of twenty-one units of accounting including at least two courses in advanced subjects such as cost accounting, governmental accounting, or auditing in an accredited college, or equivalent accounting education - AND - one year's accounting or auditing experience at the level of Accountant III or Intermediate Accountant-Auditor.

**LICENSE:** California Class "3" Driver's License.

**PHYSICAL CLASS:** "2" - Light.









## CLASS SPECIFICATION

**TITLE:** SENIOR ACCOUNTANT-AUDITOR

**DEFINITION:** Supervises the auditing of accounts and records of a group of County departments.

**EXAMPLES OF DUTIES:**

- Supervises audits, cost surveys, and accounting system studies, and the installation of new or modified accounting systems for a group of County departments.
- Prepares audit plans, reviewing laws, regulations, contracts, and previous audit reports; schedules and arranges audits and assigns audit personnel.
- Supervises the programming and testing of accounting controls to be integrated into electronic data processing systems in County departments.
- Prepares reports of audits and studies.
- Discusses accounting problems and audit plans and findings with departmental personnel.
- Formulates financial provisions and controls to be incorporated in franchise, concession, and oil royalty contracts and audits the financial records and operations of commercial organizations having such agreements with the County.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** Graduation from an accredited college with twenty-one units of accounting including a course in auditing - AND - either (1) One year's auditing experience at the level of Intermediate Accountant-Auditor, or (2) two years' professional auditing experience including one year in the supervision of professional auditing personnel.

**LICENSE:** California Class "3" Driver's License.

**PHYSICAL CLASS:** "2" - Light.





**CLASS SPECIFICATION****TITLE:** SENIOR ACCOUNTING SYSTEMS ANALYST

**DEFINITION:** Serves as leadman and performs the more complex professional accounting systems analysis work in connection with the development, evaluation, and review of large scale and complex computerized and non-automated fiscal control systems.

**EXAMPLES OF DUTIES:**

- Serves as leadman in the study and evaluation of existing departmental accounting operations, standards, fiscal controls, and accounting forms, in both computerized and non-automated accounting systems.
- Serves as leadman in the design and development of all types of accounting systems controls and applications, and works with the Department of Data Processing in the design and technical development of computerized applications.
- Supervises the orientation and training of departmental personnel prior to and during the conversion to new accounting systems, and works with departmental personnel during the conversion process.
- Conducts internal data processing feasibility studies for the Department of Auditor-Controller, and participates in joint feasibility studies with the Department of Data Processing.
- Develops tests for the check-out of new data processing systems or modifications of existing systems.
- Supervises the preparation of work papers, schedules, statistical summaries, and formal reports concerning accounting systems analysis and design.
- Acts as departmental liaison with the Department of Data Processing on matters requiring daily attention such as scheduling work and assuring the quality control of data input and output.
- Participates in discussions of fiscal matters, system review plans, and findings with departmental personnel.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** Graduation from an accredited college with twenty-one units of accounting including a course in auditing - AND - Two years' professional auditing or accounting experience at the level of Intermediate Accountant-Auditor, Accountant III or higher, or one year's experience in EDP systems analysis at the level of EDP Programmer Analyst I.

**LICENSE:** California Class "3" Driver's License.

**PHYSICAL CLASS:** "2" - Light.





**CLASS SPECIFICATION****TITLE: ACCOUNTING SYSTEMS ANALYST**

**DEFINITION:** Performs professional accounting systems analysis work in connection with the development, evaluation, and review of large-scale and complex computerized and non-automated fiscal control systems.

**EXAMPLES OF DUTIES:**

- Conducts studies and makes evaluations of existing departmental accounting operations, fiscal controls, accounting standards and forms, in both computerized and non-automated accounting systems.
- Participates in the design and development of all types of accounting systems controls and applications, and works with the Department of Data Processing in the design and technical development of computerized applications.
- Prepares work papers, schedules, statistical summaries, and formal reports concerning accounting systems analysis and design.
- Assists in testing accounting controls incorporated into computerized and non-automated fiscal control systems.
- Assists in orienting and training departmental personnel prior to and during the conversion to new accounting systems, and works with departmental personnel during the conversion process.
- Acts as departmental liaison with the Department of Data Processing on matters requiring daily attention such as scheduling work, and assuring the quality control of data input and output.
- Participates in discussions relating to fiscal matters, system review plans, and findings with departmental personnel.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** Graduation from an accredited college with twenty-one units of accounting including a course in auditing - AND - One year's professional auditing or accounting experience at the level of Intermediate Accountant- Auditor or Accountant III or one year's EDP systems analysis or programming experience at the level of EDP Assistant Programmer Analyst.

**LICENSE:** California Class "3" Driver's License.

**PHYSICAL CLASS:** "2" - Light.





**CLASS SPECIFICATION**

**TITLE:** SENIOR ADMINISTRATIVE ANALYST

**DEFINITION:** Conducts the more difficult administrative studies and analyses of County operations.

**CLASSIFICATION STANDARDS:** Positions allocable to this class are distinguished by their responsibility for analyzing and making recommendations for the solution of the more difficult problems of budget, organization, program, systems, manpower utilization, capital projects or equipment. Positions in this class also may supervise other analysts assigned to assist them in the conduct of studies.

**EXAMPLES OF DUTIES:**

Conducts the more difficult studies of departmental systems, organization, space allocation, capital projects planning, management practices, and operational policies; may supervise the work of other analysts assigned to assist in such studies.

Conducts studies of difficult administrative problem areas requiring a thorough knowledge of records management and forms control, work measurement, systems analysis, and statistical analysis; may supervise the work of other analysts assigned to assist in such studies.

Analyzes budget requests, including those of large County departments, prepares recommendations for the allowance or disapproval of proposed expenditures, and makes recommendations for additional allowances and budget adjustments during the fiscal year; may supervise the work of other analysts assigned to assist in such analyses and recommendations.

Conducts comparative surveys of costs and procedures in other governmental agencies.

Consults with department heads and other County officials on matters of administration, finance, organization, and operation.

Assists operating officials in the application of approved policies, procedures, and techniques.

Prepares reports covering surveys, investigations, and studies.

Communicates orally and in writing with various persons, departments, divisions, and agencies.

Prepares official correspondence.

**MINIMUM REQUIREMENTS:**

**TRAINING AND EXPERIENCE:** Graduation from an accredited college and four years' experience in a staff capacity analyzing and making recommendations for the solution of problems of organization, program, systems, budget or personnel -OR- One year's experience as an Administrative Analyst, Administrative Assistant III, Head, Staff Services, Supervising Administrative Assistant I, or Personnel Analyst II.

-OVER-





TITLE: SENIOR ADMINISTRATIVE ANALYST

Page 2

LICENSE: California Class "3" Driver's License.

PHYSICAL CLASS: "2" - Light.

For specialized examinations change minimum requirements to read:

Specialty

Training and Experience

Industrial Engineering

Graduation from an accredited college with a major or minor in Industrial Engineering, Management Science or Industrial Management, and four years' experience conducting industrial engineering studies, two years of which must have involved the supervision of others engaged in conducting such studies -OR- California State Registration as a Professional Industrial Engineer.





# ATTACHMENT F

## GENERAL CONTRACT CLAUSES

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ATTACHMENT F  
CONTRACT CLAUSES

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ATTACHMENT F  
CONTRACT CLAUSES

## I.

ACCEPTANCE

- A. COUNTY shall accept the Financial Information and Resources Management software which is the subject matter of this Contract only if CONTRACTOR has met all of the conditions stated in Tasks II and III of the Statement of Work, Section 4 of this Request for Proposal.
- B. The Financial Information Resources Management software shall be demonstrated in accordance with Task IV of the Statement of Work to assure accurate processing.
- C. All Financial Information and Resources Management training shall be completed by CONTRACTOR as specified in the CONTRACTOR'S proposal (additional wording may be necessary if training is negotiated outside of CONTRACTOR proposal).

## II.

AFFIRMATIVE ACTION

CONTRACTOR shall take affirmative action to insure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex, ancestry, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. CONTRACTOR shall post in conspicuous places, available to employees and applicants for employment, notices as provided by the State of California setting forth the provisions of this Fair Employment Practices Section.





### III. APPLICABLE DOCUMENTS

A. The following documents are incorporated herein by reference:

1. County of Los Angeles Request For Proposal - Financial Information and Resources Management, dated \_\_\_\_\_.
2. Contractor Proposal to Los Angeles County dated \_\_\_\_\_.

B. In the case of any conflict in the interpretation or definition of any task, schedule, term, deliverable product, or capability between the exhibits incorporated herein by reference, said conflict or inconsistency shall be resolved by giving precedence to documents in the following order:

1. The CONTRACT
2. The County RFP
3. CONTRACTOR Proposal dated \_\_\_\_\_.

### IV. APPROPRIATION OF FUNDS

In the event this Contract extends into succeeding fiscal year periods, and if the governing body appropriating the funds does not allocate sufficient funds for the next succeeding fiscal year's payments, then the affected services shall be terminated as of 30 June of the then current fiscal year. The COUNTY shall notify the CONTRACTOR in writing of such non-allocation at the earliest possible date.

### V. ASSIGNMENT

The Contract, or any interest therein, including any claims for monies due or to become due with respect thereto, may only be assigned upon the written consent of the COUNTY'S Board of Supervisors. Any payments to any assignee of any claim under this Contract, in consequence of such consent, shall be subject to set-off, recoupment or other reduction for any claim which the COUNTY may have against the CONTRACTOR.





## VI. ASSURANCE OF COMPLIANCE WITH CIVIL RIGHTS LAWS

The CONTRACTOR hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 e through 2000 e (17), to the end that no person shall, on the grounds of race, creed, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

## VII. CHANGES

The COUNTY Project Director shall have the authority to direct the day-to-day performance of the CONTRACTOR under this Contract. However, the Project Director is not authorized to make any changes in the statement of work or in the terms and conditions of this Contract, and is not authorized to obligate the COUNTY of Los Angeles in any respect whatsoever.

The County Board of Supervisors may at any time, by written order, and without notice to the sureties, make unilateral changes within the general scope of this Contract. If any such change causes an increase or decrease in the cost of, or the time required for performance of, this Contract, or otherwise affects any other provisions of this Contract, whether changed or not changed by any such order, an equitable adjustment shall be made (i) in the Contract price or time of performance, or both, and (ii) in such other provisions of the Contract as may be so affected, and the Contract shall be modified in writing accordingly. Any claim by the CONTRACTOR for adjustment under this clause must be asserted within thirty (30) days from the date of receipt by the CONTRACTOR of the notification of change; provided, however, that the Board of Supervisors, if it decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under this Contract. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this Contract entitled "Disputes". However, nothing in this clause shall excuse the CONTRACTOR from proceeding with the Contract as changed.

## VIII. COMPLIANCE WITH LAWS

The CONTRACTOR agrees to comply with all applicable Federal, State, and Local Laws, Rules, Regulations or Ordinances, and all provisions required thereby to be included herein, are hereby incorporated by reference. The CONTRACTOR agrees to indemnify and hold COUNTY harmless from any loss, damage or liability resulting from a violation on the part of the CONTRACTOR of such Laws, Rules, Regulations or Ordinances.





IX.

COVENANT AGAINST CONTINGENT FEES

The CONTRACTOR warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the CONTRACTOR for the purpose of securing business.

For breach or violation of this warranty the COUNTY shall have the right to void this Contract and, in its sole discretion, to deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

X.

DEFAULT

- A. The COUNTY may, subject to the provisions of Paragraph C of this clause, by written Notice of Default to the CONTRACTOR terminate the whole or any part of this Contract in any one of the following circumstances:
1. If the CONTRACTOR fails to make delivery of the items or to perform the services within the time or times specified in this Contract;
  2. If the CONTRACTOR fails to perform any of the other provisions of this Contract, or so fails to make progress as to endanger performance of this Contract in accordance with its terms, and in either of these circumstances does not cure such failure within a period of (10) days (or such longer period as the COUNTY may authorize in writing) after receipt or written notice from the COUNTY specifying such failure.
- B. The determination that the CONTRACTOR is in default as set forth in Paragraph A shall be made by the Board of Supervisors of Los Angeles County based upon recommendation of the COUNTY'S Project Director.
- C. In the event the COUNTY terminates this Contract in the whole or in part as provided in Paragraph A of this clause, the COUNTY may procure, upon such terms and in such manner as the COUNTY may deem appropriate, item or services similar to those so terminated, and the CONTRACTOR shall be liable to the COUNTY for any excess costs for such similar items or services, and the CONTRACTOR shall continue the performance of that portion of this Contract not terminated under the provisions of this clause.





- D. Except with respect to defaults or subcontractors, the CONTRACTOR shall not be liable for any excess costs if the failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the CONTRACTOR. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the government in a sovereign capacity, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the CONTRACTOR. If the failure to perform is caused by the default of a subcontractor, and if such a default arises out of causes beyond the control of both the CONTRACTOR or subcontractor, and without the fault or negligence of either of them, the CONTRACTOR shall not be liable any excess costs for failure to perform, unless the items or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the CONTRACTOR to meet the required delivery schedule.
- E. If the Contract is terminated as provided in Paragraph A of this clause, the COUNTY, in addition to any other rights provided in this clause, may require the CONTRACTOR to transfer title and deliver to the COUNTY in the manner and to the extent directed by the COUNTY.

1. Any completed items; and
2. Such partially completed items and materials, data, information and contract rights (herein after called materials) as the CONTRACTOR specifically acquired for the performance of such part of this Contract as has been terminated;

and the CONTRACTOR shall, upon direction of the COUNTY, protect and preserve property in possession of the CONTRACTOR in which the COUNTY has an interest. Payment for completed items delivered to and accepted by the COUNTY shall be at the Contract price as stated for such completed item. Payment for materials delivered to and accepted by the COUNTY and for the protection and preservation of property shall be in an amount agreed upon by the CONTRACTOR and the COUNTY. Failure to agree to such amount shall be a dispute within the meaning of the clause of this Contract entitled "Disputes". The COUNTY may withhold from amounts otherwise due the CONTRACTOR for such completed items or materials such sum as the COUNTY determines to be necessary to protect the COUNTY against outstanding liens or claims of former lien holders.





- F. If, after notice of termination of this Contract under the provisions of Paragraph A of this clause it is determined that failure to perform this Contract is due to causes beyond the control and without the fault or negligence of the CONTRACTOR pursuant to the provisions of Paragraph C of this clause, such Notice of Default shall be deemed to have been issued in accordance with the provisions of the "Termination For Convenience" clause of this Contract and the rights and obligations of the parties hereto shall in such event be governed by such provisions.
- G. The rights and remedies of the COUNTY provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### XI. DEFAULT FOR INSOLVENCY

- A. The COUNTY may cancel forthwith this Contract for default in the event of the occurrence of any of the following:
1. Insolvency of the CONTRACTOR. The CONTRACTOR shall be deemed to be insolvent if it has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether it has committed an act of bankruptcy or not, and whether insolvent within the meaning of the Federal Bankruptcy Law or not;
  2. The filing of a voluntary petition to have the CONTRACTOR declared bankrupt;
  3. The appointment of a Receiver or Trustee for the CONTRACTOR; or
  4. The execution by the CONTRACTOR of an assignment for the benefit of creditors.
- B. This clause shall not restrict other provisions of this Contract regarding termination.

#### XII. DISCLOSURE OF INFORMATION

The CONTRACTOR shall not, in any manner, advertise or publish the fact that it has furnished or contracted to furnish, the COUNTY products or services herein mentioned without prior written consent of the COUNTY. The CONTRACTOR shall not disclose any details in connection with this Contract to any party except as may be otherwise provided herein or required by law.





### XIII. DISPUTES

- A. Should any disputes arise with respect to this Contract, the CONTRACTOR and COUNTY agree to act immediately to resolve any such disputes. TIME IS OF THE ESSENCE in the resolution of disputes.
- B. The CONTRACTOR agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all its responsibilities under this Contract which are not affected by the dispute.

Should the CONTRACTOR fail to continue without delay to perform its responsibilities under this Contract in the accomplishment of all non-disputed work, any additional costs incurred by the CONTRACTOR or the COUNTY as a result of such failure to proceed shall be borne by the CONTRACTOR, and the CONTRACTOR shall make no claim against the COUNTY for such costs.

- C. If the CONTRACTOR and the COUNTY, via their respective Project Directors, cannot resolve a dispute within seven (7) calendar days following notification in writing by either party of the existence of said dispute, then the following procedure shall apply:
1. Each party shall appoint two persons to act as impartial arbitrators in an attempt to resolve the dispute. The appointed individuals shall be of sufficient knowledge and experience to understand and deal with the dispute but shall not be persons assigned to the project. The set of six (6) individuals consisting of the respective Project Directors and the four (4) appointees is called a Dispute Resolution Group.
  2. The Dispute Resolution Group shall convene no later than twelve (12) calendar days following notification of the existence of a dispute and shall meet for a maximum of four (4) four-hour sessions during the subsequent seven (7) calendar days in an attempt to resolve the dispute.
  3. In the event that the Dispute Resolution Group fails to resolve the dispute, then either party may assert its other rights and remedies within this Contract or within a court of competent jurisdiction.

### XIV. EXTENSIONS OF TIME

TIME IS OF THE ESSENCE in the performance of this Contract. However, CONTRACTOR shall not be considered to be in default nor shall CONTRACTOR be charged, nor shall the COUNTY demand from CONTRACTOR any damages because of any delay in completion





of work which is the result of unforeseeable causes beyond the control and without the fault or the negligence of CONTRACTOR including but not limited to acts of God, acts of federal or state governments in a sovereign capacity, acts of the COUNTY or any one employed by it, acts of a public enemy, acts of government, fires, floods, epidemics or quarantine restrictions. Except for those delays which are not due to the fault of CONTRACTOR as set forth herein, no extensions of time shall be granted to CONTRACTOR.

XV.

#### GOVERNING LAWS

This Contract shall be construed in accordance with and governed by the laws of the State of California.

XVI.

#### GRATUITIES

The COUNTY may, by written notice to the CONTRACTOR, terminate the right of the CONTRACTOR to proceed under this Contract upon one (1) calendar day's notice, if it is found that gratuities in the form of entertainment, gifts, or otherwise were offered or given by the CONTRACTOR, or any agent or representative of the CONTRACTOR, to any officer or employee of the COUNTY with a view toward securing a Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such contract; provided, that the existence of the facts upon which the COUNTY makes such findings shall be in issue and may be reviewed in any competent court. In the event of such termination, the COUNTY shall be entitled to pursue the same remedies against the CONTRACTOR as it could pursue in the event of default by the CONTRACTOR.

XVII.

#### INDEMNIFICATION

- A. To the extent that the CONTRACTOR'S employees, agents, or subcontractors enter upon premises occupied by or under control of the COUNTY, or any of its other contractors or suppliers, in the course of the performance of this Contract, the CONTRACTOR shall take all necessary precautions to prevent the occurrence of any injury or death to any persons, or of any damage to any property, arising out of acts or omissions of such employees, agents, or subcontractors, and except to the extent that any such injury or damage is due solely and directly to the COUNTY'S negligence, shall indemnify the COUNTY, its officers, employees, and agents, against any loss, claim, damage, liability, expense, and cause of action, whatsoever, arising out of any act or omission of the CONTRACTOR, its employees, agents, or subcontractors, and the CONTRACTOR shall maintain such Public Liability,





Property Damage, and Employee's Liability and Compensation Insurance as will protect the COUNTY from any of said risks, and from any claims under any applicable Worker's Compensation and Occupation Disease Acts.

- B. The CONTRACTOR shall furnish certificates evidencing such insurance which expressly provides that no expiration, termination, or modification shall take place without ten (10) days prior written notice to the COUNTY. These certificates shall be provided to the COUNTY prior to the CONTRACTOR commencing work under this Contract.

XVIII. INDEPENDENT CONTRACTOR

Both parties hereto, in the performance of this Contract, will be acting in an individual capacity and not as employees, partners, joint venturers, associates, or agents of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

XIX. INSPECTION

The COUNTY, through any authorized representative, has the right at all times to inspect or otherwise evaluate the work performed or being performed under this Contract, and the premises in which it is being performed. If any inspection or evaluation is made by the COUNTY on the premises of the CONTRACTOR or a subcontractor, the CONTRACTOR or subcontractor agrees to provide all reasonable facilities and assistance for the safety and convenience of the COUNTY representative in the performance of these duties. All such COUNTY inspections and evaluations shall be performed in such a manner as not to unduly delay the CONTRACTOR'S work.

XX. NOTICES

Any notice or demand required or permitted to be given or made hereunder shall be sufficiently given or made by certified mail in a sealed envelope, postage prepaid, addressed in the case of COUNTY to:

Mr. Larry Vandoren  
Contracts Manager  
Department of Data Processing  
9150 East Imperial Highway  
Downey, California 90242





## XXI. PATENT INDEMNITY

CONTRACTOR shall hold harmless and defend the COUNTY from all loss, damage or liability for or by reason of any actual or alleged infringement of any United States Patent, or Copyright arising out of the use or sale of CONTRACTOR'S items delivered to the COUNTY hereunder, provided that the COUNTY promptly notified CONTRACTOR in writing of such action or threat thereof, and cooperates by giving CONTRACTOR reasonable authority, information, and assistance. The foregoing indemnity shall not apply in instances in which normally non-infringing CONTRACTOR'S items are rendered infringing:

- A. By the COUNTY'S alteration, combination with other systems or,
- B. As the result of CONTRACTOR'S compliance, over its objection, with COUNTY'S directives.

## XXII. PAYMENT

(Negotiated method of payment will be inserted here.)  
Upon approval of each invoice, COUNTY shall withhold 20% of each invoice and make payment of the remaining amount to CONTRACTOR. Upon final approval and acceptance by COUNTY of all deliverables and work to be performed under this Agreement, and subject to final accounting under this Agreement as provided herein, COUNTY will pay the remaining amounts, if any, to CONTRACTOR.

## XXIII. PERFORMANCE BOND

CONTRACTOR agrees to furnish the COUNTY with a "Bond of Faithful Performance," in an amount equal to the total value of this contract, within fourteen (14) calendar days of the execution of this contract. Such a bond will assure the COUNTY of faithful performance by the CONTRACTOR of all work to be done under this contract, and that such work will be accomplished by the CONTRACTOR in accordance with this contract. Such bond shall be in a form and substance satisfactory to the COUNTY. The bond shall be maintained by the CONTRACTOR in full force and effect until all work hereunder is completed and has been accepted by the COUNTY. Any change in work, extension of time, or termination of this contract, if any, made pursuant to this contract, shall in no way release the CONTRACTOR or any of its Sureties from any of their obligations. Such bond shall contain a waiver of notice of any changes to this contract.





XXIV. PROJECT RESPONSIBILITIES - CONTRACTOR

- A. The CONTRACTOR'S Project Manager shall be \_\_\_\_\_, who is a full time employee of CONTRACTOR, and who has the legal authority to act for the CONTRACTOR, in all matters relating to this Contract. The CONTRACTOR'S Project Manager is responsible for the liaison with the COUNTY. He shall also work directly with the COUNTY and will, when requested to do so, participate in the Steering Committee meetings.
- B. Except as provided on this Contract, the CONTRACTOR agrees to assume sole and complete systems responsibility (software and support) for the fixed-price and the timely accomplishment of all activities set forth in this Contract. The CONTRACTOR further agrees that any COUNTY personnel assigned to this Project shall be assigned only for the convenience of the COUNTY.
- C. CONTRACTOR agrees to organize and conduct this Project in such a manner that there are no aspects of Project activities contingent upon COUNTY resources except for (a) items set forth as "County Furnished Items and Services" as identified throughout this Request for Proposal, (b) policy decisions requested by the CONTRACTOR, (c) the receipt by the CONTRACTOR of normal cooperation of COUNTY employees and timely access to such employees on which the COUNTY may acknowledge that schedules for the development and completion of the effort under this Contract are predicated, and (d) the timely approvals by the COUNTY in accordance with the Acceptance Section.
- D. The CONTRACTOR agrees to maintain a Project Office at County-supplied facilities.
- E. The CONTRACTOR agrees that should work be performed outside the scope of the Statement of Work without the prior written approval of the COUNTY in accordance with the Changes Section of this Contract, such work shall be deemed to be a gratuitous effort on the part of the CONTRACTOR. CONTRACTOR shall have no claim therefore against the COUNTY.

XXV. PROJECT RESPONSIBILITIES - COUNTY

- A. COUNTY'S Project Director shall be \_\_\_\_\_, who is responsible to the Board of Supervisors of the COUNTY of Los Angeles for the overall performance of the CONTRACTOR, and for all matters affecting the specification





and the total cost of this Contract. The COUNTY Project Director shall be responsible for coordinating the work to be performed under this Contract with other work in progress by others, or by the COUNTY.

- B. The COUNTY shall provide, on request, concurrently existing information, data, records and documents as may be reasonably required by the CONTRACTOR to perform under this Contract.
- C. The COUNTY agrees to provide or make available to the CONTRACTOR, for the performance of this Contract, the items and services described hereunder as "County Furnished Items and Services." All items remain property of the COUNTY.

#### XXVI. RECORD RETENTION AND INSPECTION

The CONTRACTOR agrees that the COUNTY or any duly authorized representative shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, time cards, or other records relating to this Contract. Such material shall be kept and maintained by the CONTRACTOR and available to the COUNTY during the period of this Contract plus three (3) years.

#### XXVII. SCOPE OF CONTRACT

CONTRACTOR agrees to provide all capability, software, documentation, and personal services which are delineated within and specified by COUNTY RFP and CONTRACTOR'S Proposal for a total fixed price of \$\_\_\_\_\_.

#### XXVIII. SOFTWARE TESTING

CONTRACTOR shall be responsible for the testing of all specified programs associated with this Contract. Computer time for such testing is the responsibility of the COUNTY. (Refer to Attachment D for computer turnaround time.)

#### XXIX. STATEMENT OF WORK

(Statement of Work from CONTRACTOR'S Proposal, as amended by negotiation, shall be inserted here.)

#### XXX. SUBCONTRACTING

- A. No performance of this Contract or any portion thereof may be assigned or subcontracted by CONTRACTOR without the express written consent of COUNTY. Any attempt by





CONTRACTOR to assign or subcontract any performance of the terms of this Contract without the express written consent of COUNTY shall be null and void and shall constitute a breach of the terms of this Contract. In the event of such a breach, this Agreement may be terminated forthwith.

- B. Each and all of the provisions of this Contract and any amendment thereto shall extend to and be binding upon and inure to the benefit of the successors or administrators of the respective parties.
- C. The CONTRACTOR shall include in all subcontracts the following provision: "This order is a subcontract under the terms of a prime contract with the COUNTY of Los Angeles. All representations and warranties shall inure to the benefit of the COUNTY of Los Angeles."

XXXI. TERMINATION FOR CONVENIENCE

This Contract or any part thereof may be terminated by the COUNTY upon thirty (30) days advance written notice whenever such termination shall be in the best interests of the COUNTY.

XXXII. TRADE SECRETS

Recognizing that COUNTY has no way to safeguard CONTRACTOR'S trade secrets or proprietary information, CONTRACTOR shall and hereby does keep and bear the COUNTY harmless from all damages, costs, and expenses by reason of any disclosure by COUNTY of trade secrets. COUNTY shall not require CONTRACTOR to provide any drawings or technical information that is proprietary to it, except as is required by COUNTY to successfully complete the Project. In the event that the performance of this Contract requires disclosure of trade secrets or proprietary information by CONTRACTOR'S to COUNTY personnel, said personnel shall execute a non-disclosure agreement in form and substance substantially the same as that executed by CONTRACTOR'S employees generally.

XXXIII. VALIDITY

The invalidity in whole or in part of any provision of this Contract shall not void or affect the validity of any other provision.

XXXIV. WAIVER

No waiver of a breach of any provision of this Contract shall constitute a waiver of any other breach, or of such provision.





Failure of COUNTY to enforce at any time, or from time-to-time, any provision of this Contract shall not be construed as a waiver thereof. The remedies herein reserved shall be cumulative and additional to any other remedies in law or equity.

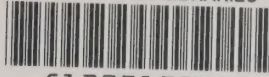
XXXV. WARRANTY

The CONTRACTOR warrants all software and documentation to be free from latent and patent defects for a period of one (1) year after the date of final acceptance. If, within the one (1) year period, the COUNTY finds that warranty repair or replacement is required, which in the COUNTY'S opinion is due to inferior or defective performance and is not in compliance with the Contract, the COUNTY shall so inform the CONTRACTOR in writing and the CONTRACTOR shall promptly and without additional costs to the COUNTY, correct all such defects within 30 days from receipt of the written notice or such longer periods as may be approved by the COUNTY using all due diligence and dispatch. If CONTRACTOR fails to repair or replace an identified deficiency within such period, the COUNTY may, in its sole discretion, act to repair the deficiency and CONTRACTOR expressly agrees to reimburse COUNTY for any reasonable costs incurred thereby.



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